

JSA 2012 MIDWINTER MEETING REFERENCE BINDER

1. JSA ADMINISTRATION

- Welcome Letter
- How the JSA Serves You
- JSA Board of Directors
- JSA Committees & Regional Coordinators
- JSA Areas for Optimist Regattas
- Club Program Leader Listing
- JSA Office Support
- Web site map

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- Ethical Issues and Code of Conduct
- Supporting Ethical Behavior
- Guidelines for Instructors
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- Suggested Regatta Housing
& Shoreside Rules and Regulations
- Enforcing the JSA Ethics Guidelines
- Role of Instructor vs. Parent
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- JSA Online Waiver Database & Regatta
Registration

4. JSA REGATTA PLANNING

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- Planning & Managing a Successful Regatta
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- Club Codes and Directions
- Green Fleet Regattas

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- Information Privacy
- A year in the life of a JSA Committee Chair
- Program Development Timeline
- Philosophy of a Sailing Program
- JSA Curriculum Development
- Building a Program that Works
- Creating a Jr. Big Boat Sailing Program
- Navigation: Online Course & Syllabus
- Best Practices Knowledgebase

6. RISK MANAGEMENT

- Program Safety: Prevention and Documentation
- Junior Sailing Safety Manual
- Guidelines for Risk Management
- Daily Safety Checklist for your Program
- Club Insurance Coverage and Workers Comp.
- “Safe and Sound Jr. Programs”
- “What You Should Know About Junior Sailing,
Safety and Insurance”
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program

HEALTH AND SAFETY

- “Dressing Warmly makes a difference”
- “The Sailor’s Big ‘C’”
- “Keeping the Sun Out of Your Eyes”
- “The Well Stocked First Aid Kit”
- “The Well Equipped Coach Boat”

7. INSTRUCTOR HIRING INFORMATION

- Club Program Survey
- Job Bank Procedures
- Sample Job Description and Contract
- Personnel Practices Briefing
- Attracting, Hiring, Keeping and Building Staff

8. INSTRUCTOR TRAINING & CERTIFICATION

- US Sailing Instructor Courses and Safety Training
- Safe Powerboat Handling Courses
- Safety Boat Skills Self-Assessment
- US Sailing Level 1 Course Information
- Instructor Recertification
- Instructor Boot Camp

9. CLINICS & INSTRUCTIONAL MATERIALS

CLINICS and ALTERNATE ACTIVITIES

INSTRUCTIONAL MATERIALS

- JSA Activity Guide –sharing at its best
- Racing Rules of Sailing
- Notes from Natl. Sailing Program Symposiums
- Developing & Executing On the Water Drills
- Tool Kits for Jr. Regattas
- Team Racing Overview & Tactics
- Laser Rigging & Tuning
- Club 420 Tuning
- Basic Optimist Tuning
- 10 Great Things for Sailors to do at Regattas
- Optimist Safety Guidelines
- Towing Optis Safely
- Teaching Kids to Race the Fun Way
- Fun and Learning: It Can Happen
- Pequot Yacht Club Boxes for No Wind Days
- Checklist for Environment Stewardship

10. CLASS AND ASSOCIATION INFORMATION AND MEMBERSHIP

- US Sailing Youth Council
- US Sailing Member Partner Program & Resources
- Class Memberships for Sailors and Parents
- Optimist Class
- Blue Jay Class
- Pixel Class
- Laser Class
- Club 420 Class

How the JSA Serves Member Club Program Leaders

ADMINISTRATIVE SUPPORT

- Executive Director available year-round
- Regional coordinators
- Data base maintenance
- Instructor hiring guidelines
- Regatta calendar & schedule coordination
- Standardized NORs and SIs
- Regatta entry forms and waivers

COMMUNICATION

- Responsive to needs of program chairs, instructors and jr. sailors
- JSA web log (blog)
- JSA web site
- JSA year book
- Midwinter & Spring Meetings with reference notebooks
 - information for program chairs and instructors
- Breaking news and issues in e-mail communication with program chairs
- Classified listings on web

EDUCATION

- Provide ethical guidelines for sailors, parents, program chairs and instructors
- Program Management Workshop
- Regatta Management Workshop
- Head Instructor Workshop
- All Instructor Workshop with world class coaches
- Rules Seminar
- U.S. Sailing Small Boat Instructor Training Courses
- U. S. Sailing Safe Power boating Course
- Navigation & seamanship training
- Representation at US SAILING National Sailing Program Symposium

JUNIOR SAILOR ENRICHMENT

- Pre season clinics
- Boat class clinics
- Team racing clinics
- Advanced racing clinics
- Storm Trysail Club Safety at Sea
- Ladder events to US Sailing national championships
- JSA & season championships
- JSA season trophies
- Performance boat handling
- Environmental sensitivity

JSA Board of Directors

Insert updated list here

2011-2012 JSA Board of Directors Committee Assignments

Committees/Responsibilities

Scheduling	Allison Simkins (chair) Chuck McCarthy
Midwinter meeting/Program Management workshop	Susan King (chair) Matt Marion Pam Toner Clemmie Everett John Hillhouse
All Instructor Workshop	Dave Waldo (chair) Tricia Leicht
Head Instructor Workshop	Tricia Leicht (chair) Fee Mitropoulos Karen Quirke
McIntyre Clinic and Regatta	Chuck McCarthy Pedro Lorson
Advanced Racing Clinic	Bill Crane
Standardized Forms (Waiver, NORs, SIs, etc.)	Pam Toner
Event Management	Tom Blackwell Fee Mitropoulos
Seamanship & Navigation	Patrick Croke (chair) Roisin Black (BRYC) John Hillhouse Bill Crane Chuck McCarthy Dave Waldo
Season scoring	Susan King Bill Crane
Yearbook	Allison Simkins Jackie Baxter
Online database	Laura Trumbull
Trophies	Susan King & Bob Whittredge
Optimist class representative	Pedro Lorson
Blue Jay class representative	Chuck McCarthy
Pixel class representative	Matt Marion
Club 420 class representative	Dave Waldo
Laser class representative	Pete Cusick
Pixel Review Committee	Tom Blackwell Pedro Lorson Matt Marion Clemmie Everett
JSA Strategic Planning	Laura Trumbull (chair) Pete Cusick Karen Quirke Dave Waldo Patrick Croke Tom Blackwell
2012 Nominating Committee	TBD by May for Approval at Spring Meeting

2011-2012 JSA AREA Representatives

Area A	Douglaston – Cow Bay: Douglaston Great Neck Parks (Stepping Stone Sailing School) Manhasset Bay Port Washington	Pedro Lorson
	Hempstead Harbor/Oyster Bay: Hempstead Harbour Sea Cliff Seawanhaka Corinthian Waterfront Center	Dave Waldo
	Huntington: Cold Spring Harbor Head of the Bay Huntington YC Huntington YMCA	Allison Simkins
	Northport: Centerport Northport	Allison Simkins
	Eastern LI: Orient Shelter Island	Susan King
Area B	Larchican: American Beach Point Horseshoe Harbor Huguenot Larchmont Shore Larchmont New York Athletic Club Orienta Beach Club	Tricia Leicht
	Captain's Harbor: Belle Haven Indian Harbor Riverside Rocky Point	Jackie Baxter
Area C	Green's Ledge: Noroton Roton Point Shore and Country Wee Burn	Bill Crane
	Stamford: Darien Junior Sailing Norwalk Stamford	John Hillhouse
	Frost Point: Black Rock Cedar Point Milford Pequot	Pete Cusick

JSA Sailing Areas for Optimist Class events

<u>Area "A"</u>	<u>Area "B"</u>	<u>Area "C"</u>
Centerport Yacht Club	American Yacht Club	Black Rock Yacht Club
Cold Spring Harbor Beach Club	Beach Point Yacht Club	Cedar Point Yacht Club
Douglaston Yacht Squadron	Belle Haven Club	Darien Junior Sailing Team
Great Neck Parks	Horseshoe Harbor Yacht Club	Housatonic Boat Club
Head of the Bay Club	Huguenot Yacht Club	Milford Yacht Club
Hempstead Yacht Club	Indian Harbor Yacht Club	Noroton Yacht Club
Huntington Yacht Club	Larchmont Shore Club	Norwalk Yacht Club
Huntington YMCA	Larchmont Yacht Club	Pequot Yacht Club
Manhasset Bay Yacht Club	New York Athletic Club YC	Roton Point Sailing Association
Northport Yacht Club	Oriente Beach Club	Shore & Country Club
Orient Yacht Club	Riverside Yacht Club	Stamford Yacht Club
Port Washington Yacht Club	Rocky Point Yacht Club	Wee Burn Country Club
Sea Cliff Yacht Club		
Seawanhaka Corinthian Yacht Club		
Shelter Island Yacht Club		
The Waterfront Center		

JSA CLUB PROGRAM LEADER CONTACT LIST

Insert the club contact list here

The club contact list is distributed at the midwinter meeting and the June spring meeting.

To assure your club's contact information is as accurate as possible, please notify the JSA office of additions and changes by email at info@jsalis.org

Junior Sailing Association of Long Island Sound, Inc.

Administrative Support

Office is Located at Larchmont Yacht Club

**Bob Whittredge
Executive Director
1 Woodbine Ave
Larchmont NY 10538**

**Tel: 914-834-4202
Fax: 914-407-1540**

Email: info@jsalis.org

Web: www.JSALIS.org

Blog: www.JibeTalk.com

Facebook: www.Facebook.com/JSAofLIS

Twitter: www.Twitter.com/JSAofLIS

JSA Web Site Map

When viewing the home page at www.JSALIS.org you will notice that the web site is set up as a library of useful information for your use as a sailor, a parent, an instructor or a club program leader.

Tabbed navigation: along the top of the page are tabs that include:

- *JibeTalk blog* sends you directly to the blog at www.JibeTalk.com
- *Calendar* sends you to the JSA online event calendar at <http://calendar.jsalis.org/>
- *Online waiver database* sends you to the waiver and regatta database at <https://www.jsalis.org/db/login.php>
- *Online navigation course* send you to a page that describes the course used by big boat sailors
- *Info for parents* is a page that contains selected info of interest to parents
- *Info for sailors* is a page that contains selected info of interest to sailors
- *Info for program chairs* is a page that contains selected info of interest to program chairs
- *Info for instructors* is a page that contains selected info of interest to instructors
- *Contact JSA* provides info on the office, staff and board members

Resources along the left side of the page has quick links to topics including:

- *JSA Organization* : Mission Statement; Track to national championships; Championship qualifiers; Perpetual trophies; Board, committees and regions; By-Laws; Club information; Club driving directions; Founding members and officers; Rules for events; Sailing areas for Optimist events; Regatta codes for clubs.
- *Ethics*: Create an Environment that Supports Ethical Choices; Guidelines for Instructors; Guidelines for Parents; Property Loss Procedures; Suggested Regatta Housing Regulations; Enforcing the JSA Ethics Guidelines; Amendment to Rules for JSA Events; Ethics Poster
- *JSA Boat classes*: Optimist, Blue Jay, Pixel, Laser, Club 420
- *Training, clinics, workshops and resources*: Workshops for Program Leaders, Instructors and Sailor Clinics. Boathandling and tuning; Curriculum resources; Head instructor workshop materials; Tactics
- *Program management resources*: Information and resources of use in managing programs. Contains handouts from JSA meetings, regatta entry forms, user guides for the online database, the worksheet required to advise JSA of member families, and so on.
- *Regatta management resources*: This page has information and resources of use to programs running JSA regattas. It contains NOR and SI templates as well as guides to managing events and using the online database to simplify registration processes.
- *Big boat resources*: Navigation Training Resources; Big Boat Manual; Big Boat Programs and Insurance; Big Boat Program Guidelines from US Sailing and Black Rock YC.
- *Navigation/Seamanship course* send you to a page that describes the course.
- *Newsletters*: from 2006 – 2008 prior to the commencement of the online blog
- *Regatta Documents and Results*: Dates; Title; Location; Notice of Race; Sailing Instructions; Results
- *Important links*: Champs Qualifying Calculations; Regatta Results; Tide and weather information; JSA Laser Sail Numbers
- *Classified ads and jobs*: Boats and gear for sale and Instructor jobs available.

News contains current news about JSA events, clinics, programs, etc. with links to further detail.

Upcoming Events lists various events that are often not on the JSA calendar and include non-JSA activities.

JSA Ethical Issues and Code of Conduct

The JSA has been made aware, as well as witnessed firsthand, that certain sailors and *JSA Instructors*, in particular, have not always observed the *proper code of conduct* on the water. The JSA is formally notifying Club Program Chairs to inform their Head Instructors, Instructors, Regatta Committees, and anyone else involved with JSA activities that instructors should be reminded that a condition of their employment is to observe proper ethical behavior at all times. Failure to meet these expectations will result in discipline under JSA rules and other severe consequences as described below.

Our message here is that unethical and/or inappropriate behavior will not be tolerated!

In recent years, the following has been observed and reported:

- PFDs – at several regattas, Instructors were seen not wearing PFDs
- Foul language – was heard too often
- Lack of respect to Race Committee including foul language on the radio
- Disregard of the sailing rules – influencing sailors to not observe rules and to not exonerate by taking a penalty, which leads to
- Overall poor sportsmanship on the race course
- Stealing of equipment – which historically has been worse but is still an issue

Communication is the key

The JSA strongly recommends that this message be clearly communicated to all parties as outlined below:

JSA level	<ul style="list-style-type: none"> • The JSA requests that any incidents are reported. To aid in this effort, we will enlist the help of on-water photographers to document any problems (e.g., not wearing PFDs). • The JSA will include a review of ethical and code of conduct issues on our monthly agendas and during General Meetings including the Program Workshop and the Head Instructor and All Instructor Workshop
Program Chairs	<ul style="list-style-type: none"> • Include a code of conduct in your hiring guidelines to <u>all</u> instructors • Reinforce our message during your hiring process to <u>all</u> instructors • Inform your Race Committees of our ethics and behavior expectations • Emphasize the code of conduct and ethics as a priority to your instructors
Regatta Committees	<ul style="list-style-type: none"> • Mandatory instructor registration and meeting • State the expected behavior guidelines to instructors • At skippers meeting, encourage adherence to sailing rules • Require safety vessels to clearly identify home club • Encourage the Race Committee not to tolerate poor behavior by sailors or instructors
Head Instructors	<ul style="list-style-type: none"> • Define the code of conduct and conditions of employment to your instructors • Reinforce to instructors that sailing rules must be observed • Create a session on sportsmanship for instructors and sailors • Reinforce to instructors that they must lead by example
Instructors	<ul style="list-style-type: none"> • Lead by example • Sportsmanship is a priority • Do not underestimate the importance of the ethical message personally delivered by you

Based on the severity of the breach, JSA will follow up with the responsible parties to ensure that appropriate action be taken. Such action may include any of the following:

- Action under JSA Rule 1.2 and JSA Rule 11.
- Dismissal from current and/or future regattas which may also result in the dismissal of those sailors under his/her supervision
- Name of person in violation may be posted on the JSA website
- Suspension without pay
- Recommended termination of position will be considered

The JSA has always positioned **sportsmanship** as a priority, which includes proper behavior by instructors and sailors and honesty on the racecourse. Sailing is a self-governing sport and the JSA is hopeful that our sailors will be taught to respect the rules of sailing and good behavior. We are also hopeful that raising the general awareness of proper ethics and communicating our concerns to those involved in the sport will result in successful seasons without incidents.

We look forward to you all helping to maintain the integrity of our sailors and instructors.



JUNIOR SAILING ASSOCIATION OF LONG ISLAND SOUND, INC.
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ETHICS DOCUMENTS

Table of Contents

- 1. “Supporting Ethical Behavior” (3 pages)**
- 2. “Guidelines for Instructors”**
- 3. “Guidelines for Parents”**
- 4. “JSA Property Loss Procedures”**
- 5. “Suggested Regatta Housing and Shore-side Rules and Regulations”**
- 6. “Enforcing the JSA Ethics Guidelines”**
- 7. “Amendment to ‘Rules for JSA Events’” (2 pages)**



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SUPPORTING ETHICAL BEHAVIOR

Our goal is to CREATE AN ENVIRONMENT THAT SUPPORTS ETHICAL CHOICES. We want to stress being proactive rather than being reactive as we strive to give our sailors the tools to make positive choices.

All of us – including PROGRAM CHAIRS, HEAD INSTRUCTORS, INSTRUCTORS and PARENTS should WORK TOGETHER AND WITH JUNIOR SAILORS to accomplish this goal. We hope that the SUGGESTIONS below will prove helpful.

- 1. GIVE YOUR SAILORS THE SUPPORT THEY NEED TO HELP THEM MAKE ETHICAL CHOICES.**
- 2. ENCOURAGE A FOCUS ON PERFORMANCE RATHER THAN OUTCOME; SEPARATE THE PERFORMER FROM THE PERFORMANCE; HELP SAILORS SET REALISTIC GOALS/EXPECTATIONS FOR THEMSELVES.**
- 3. USE THE JSA ETHICS GUIDELINES POSTER AS A CENTERPIECE FOR YOUR PROGRAM PLANNING.**

GUIDELINE #1:

“Respected sailors always know and abide by the Racing Rules. They promptly take a penalty or retire when they know they broke a rule or file a protest when appropriate.”

SUGGESTIONS FOR HELPING SAILORS TO FOLLOW GUIDELINE #1:

- Include rules instruction in your program;
- Introduce a “rule of the week” - at age and skill appropriate levels.
- Include penalty turns as part of the on-the-water training.
- Set up on-the-water drills that will create rules situations (.i.e. rules that apply at mark roundings).
- Use the UK link on the JSA website to study animated rules situations.
- Invite a local judge to help with mock protests.

- Have sailors serve as arbitrators. (See Appendix C of the JSA Yearbook, "Arbitration Procedures and Rules".)
- Brainstorm other ideas for improving sailors' knowledge of the RRS and the protest processes.

GUIDELINE #2:

"Respected sailors always obey event regulations on and off the water, including housing rules."

SUGGESTIONS FOR HELPING SAILORS TO FOLLOW GUIDELINE #2:

- Before each regatta go to the JSA Website for the regatta's "Notice of Race" and the JSA's "Housing Regulations and Responsibilities".
- Review these and other regatta regulations with the sailors who will be attending the regatta.
- Make it clear to sailors that they represent not only themselves but also their club/program and that their club/program expects positive representation.
- Make following their daily program regulations as well as regatta regulations part of the culture of their club/program.

GUIDELINE # 3:

"Respected sailors are always organized, prepared, and responsible for their own equipment."

- Before the sailing season begins have a rigging day and check-in each boat that will be used in your program.
- Be sure that all gear, including the sailor's PFD is clearly and indelibly labeled.
- Check each boat to be sure it has the required safety equipment . . . particularly Optis and Blue Jays. (Safety Equipment lists are made available by JSA.) Make this a condition of participation.
- Strongly encourage sailors and their parents to label all other personal belongings.
- Prepare a regatta checklist for each boat class. This list of necessary boat and personal gear will help sailors get organized for a regatta.

GUIDELINE # 4:

“Respected sailors always show respect to fellow sailors and those helping to run regattas and programs.”

Make RESPECT a major part of what you do.

-Develop ways for sailors to help other sailors and make that a part of the program culture. (i.e. Have 4 Opti sailors work together to remove an Opti from its rack and launch it.)

-Teach strategies for expressing concerns in a positive way.

-Make it clear to parents, instructors, committee people, sailors, and others who are involved with the junior sailors that RESPECTFUL behavior is expected from everyone. Remember that young people learn more from what they observe than from what they are told.

REVIEW THE ETHICS GUIDELINES THAT SPELL OUT WHAT “RESPECTED SAILORS NEVER DO” .

BE SURE THE SAILORS UNDERSTAND WHAT THE CONSEQUENCES WILL BE AT THE PROGRAM LEVEL, THE REGATTA LEVEL, THE JSA LEVEL AND EVEN, POSSIBLY, THE NATIONAL LEVEL IF THEY:

“1. Swear at, intimidate or harass anyone, including teammates, on or off the water.

2. Steal or borrow, without permission, anything that does not belong to them.

3. Break laws related to alcohol, tobacco or illegal drugs.”

(See the JSA document entitled “Enforcing the JSA ETHICS GUIDELINES” and note that the above “Nevers” have also been incorporated in the “Rules for JSA Events, Section 10, Discipline”.)



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JSA GUIDELINES FOR INSTRUCTORS

Instructors should always:

- 1. Follow and promote the JSA Code of Ethics and the JSA Ethics Guidelines.**
- 2. Be aware of their enormous influence on the sailors in their charge and strive to model the highest ethical and moral conduct.**
- 3. Promote the total sport of sailing, not just racing.**
- 4. Place winning in the context of fun, good sportsmanship, and fair play.**
- 5. Take an active role in the prevention of drug, alcohol and tobacco use.**
- 6. Be aware of their responsibility for the supervision and welfare of the sailors in their charge at all times, including at away regattas.**
- 7. Operate support craft under recognized principles of safe motorboating.**
- 8. Understand that they must uphold event regulations, on and off the water, and housing rules.**
- 9. Be thoroughly acquainted with the racing rules, encourage adherence to the rules, and teach not only the rules, but also the procedures to be followed in the protest process.**
- 10. Assist all sailors to develop to their fullest potential.**
- 11. Encourage their sailors to be organized, to be responsible for their own equipment, to respect the property of others and to follow Lost and Found procedures.**

JSA Ethics Committee - January, 2004.



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JSA

GUIDELINES FOR PARENTS

PARENTS SHOULD ALWAYS:

- 1. Support and promote the JSA Code of Ethics and the JSA Ethics Guidelines.**
- 2. Place winning in the context of fun, good sportsmanship, and fair play. Emphasize performance goals rather than outcome goals.**
- 3. Promote the total sport of sailing, not just racing.**
- 4. As spectators, remain in designated areas and manage motorboats properly.**
- 5. Remember that any coaching DURING a race is prohibited. (See Racing Rules of Sailing 2001-2004 Rule 41 "Outside Help".)**
- 6. Show respect for race officials and regatta rules.**
- 7. Understand that alcohol and other illegal substances have no place at any junior sailing event.**
- 8. Model supportive and ethical behavior. (Young people learn more from what they observe than from what they are told.)**

JSA Ethics Committee – January, 2004



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JSA PROPERTY LOSS PROCEDURES

- 1. At regattas the host club should:**
 - a. designate a highly visible Lost and Found “Guru”, publicize Lost and Found procedures and post lists of missing equipment.**
 - b. designate a specific storage area for gear and have available a safe or lock up facility for storage of small valuables.**
 - c. arrange for a marine supplier to be present as a source for replacing broken or missing equipment.**
- 2. Programs should encourage instructors and sailors to carry tool kits and spare parts.**
- 3. Programs (instructors) should teach organizational skills (use of storage bags, marking all equipment, regatta checklists, etc.) to their sailors.**
- 4. Sailors should learn the following basic principles regarding property loss:**
 - a. property is usually missing, not stolen.**
 - b. look actively for missing property.**
 - c. never borrow.**
 - d. work with instructors to resolve equipment problems.**
- 5. Sailors and instructors should inform the appropriate regatta or program authority if they cannot resolve a property loss problem themselves.**



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SUGGESTED REGATTA HOUSING & SHORE-SIDE RULES AND REGULATIONS

A Guide for Program Chairs, Head Instructors and Event Organizers

1. Any club providing housing for junior sailors should expect those sailors to be accompanied by an instructor. That instructor should:

- a) be responsible for the conduct of his/her group during the racing day, from launching to the end of protest hearings. (Instructors need to be compensated for overtime duty.)**
- b) be housed or stay locally, providing the Housing Chairman with a phone number where he/she can be reached in case of emergency.**
- c) if being housed, obey the house rules of the host family.**

2. Sailors being housed should:

- a) know that assigned housing must be used and stated curfews obeyed.**
- b) attend any scheduled dinners and social events or remain at their host's home with the consent of and under the supervision of their host.**
- c) obey any "house rules" set by their host.**
- d) express appreciation for hospitality provided by their host family.**

3. Host families should:

- a) provide breakfast.**
- b) provide an appropriate adult-chaperoned environment for junior sailors.**
- c) make their "house rules" clear.**
- d) be familiar with and adhere to regatta rules.**
- e) drive sailors to and from the regatta site, understanding that instructors are not permitted to drive sailors.**
- f) notify the regatta committee of any problems.**

JSA Ethics Committee – January, 2004



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ENFORCING THE JSA ETHICS GUIDELINES

A Guide for Program Chairs and Head Instructors

At their junior sailing programs, junior sailors should learn to follow the JSA Ethics Guidelines* and the guidelines established by their own sailing programs. Any sailor who fails to observe these guidelines should be subject to disciplinary procedures. The junior sailing programs should:

- 1. Make sure that junior sailors are familiar with JSA Ethics Guidelines and their own program guidelines.**
- 2. Make sure that junior sailors understand the consequences that will occur if they do not follow these guidelines.**
- 3. Publish disciplinary procedures for infractions of JSA Guidelines and their own guidelines.**

What follows is an example of one club's disciplinary procedures:

"If a junior sailor disobeys a rule, one or more of the following will occur in ascending order:

- 1. Conference with instructor in charge at time of infraction.**
- 2. Conference with head instructor as soon as possible.**
- 3. Dismissal from program for remainder of day, after discussion with parent.**
- 4. Conference with junior committee rep, head instructor and sailor.**
- 5. Conference with junior committee rep, head instructor, parent and sailor.**
- 6. Dismissal from program for one week.**
- 7. Dismissal from program for remainder of summer (no refunds)."**

At regattas, junior sailors must observe the "three nevers" as outlined in the JSA Ethics Guidelines. What follows is a description of consequences that may be imposed.

-At regattas, junior sailors who "swear at, intimidate or harass anyone, including teammates, on or off the water" may be disciplined by the regatta committee, protested under US SAILING RRS Rule 2 and/or called to a RRS Rule 69 hearing (Gross Misconduct) by the Protest Committee.

-At regattas, junior sailors who "steal or borrow, without permission, anything that does not belong to them" may be disciplined by the regatta committee, expelled from the regatta premises by the regatta committee, called to a RRS Rule 69 hearing (Gross Misconduct) by the Protest Committee, and/or brought to the attention of the local police.

-At regattas, junior sailors who “use or are under the influence of controlled substances” may be disciplined by the regatta committee, expelled from the regatta premises by the regatta committee, called to a RRS 69 hearing (Gross Misconduct) by the Protest Committee, and/or brought to the attention of the local police.

When at a regatta, a junior sailor is penalized under JSA Rule 11 ^{*}, the regatta organizer shall notify the offending sailor’s parents, program chairperson and yacht club Commodore, and the Chairman of the JSA. The junior sailor’s club shall take disciplinary action within 48 hours and shall notify the Chairman of the JSA regarding this action. In addition to any action the club takes, further disciplinary actions may be taken by the Chairman of the JSA, including initiation of action under Section 13 of the JSA By-Laws.

*** Some guidelines have been adopted as JSA rules – See “Rules for JSA Events, Discipline Section 11**

JSA Ethics Committee January, 2004

Here are some good thoughts from the US Optimist Dinghy Association's Parent Manual.
See the complete manual at www.JSALIS.org under the Boat Classes link for the Opti.

Part 5: The role of the instructor/coach

The instructor/coach is your child's sailing teacher. This person has enough experience to teach your child what he/she needs to know to get comfortable with being on the water and participate in the first regattas.

While your help is most valuable, most instructors appreciate being able to coach without the interference of parents.

You can expect the instructor to show up on time and be motivated about the task. Some coaches are paid and some are not.

I have coached for many years and have always had a good relationship with parents. Optimist sailing is really a parent sport (joke! Or is it a joke?). There is so much a parent can do to make life easier for the coach. The coach should spend as much time with the sailor before launching as possible. This is the time where the sailor and coach talk about the day's racing and check the boat for the correct trim. Just ask the instructor what you can do and I am sure he/she will be more than happy to accept your help.

There are also things you shouldn't do. For example, try to be your child's own personal coach. It's so important that your child has someone to come in to after a day of sailing. Someone who asks how sailing was and if they had fun. Let the coach do the coaching and you can concentrate on the parenting.

I have seen many parents try to be both the coach and the parent. For some it works, but for most it doesn't. The problem here is that when everything goes well there is no problem. But then something does not go as planned the sailor needs someone to come to, and guess what...that's you. The parent. If you are trying to be both the coach and the parent your child will get confused and not really know when you are playing what role.

Another even bigger problem is in how the information is given. Every good coach has a planned program and knows exactly what each sailor needs to learn. But everything comes in a specific sequence. You cannot teach everything in a month and we need to realize that. If you start talking to your sailor about some topic and the coach is not there yet, that will cause confusion and not help the learning process. Even if you are talking to your child about the same topic as the coach it can be confusing. The coach has her/his way of explaining things and if you try to use your way the sailor gets nothing out of it.

Advise: If you would like to "teach" your child something, go to the instructor and ask him/her to bring it up with the sailor. This method works far better than trying to mix the parent/coach roles.

In another chapter of this guide there are some suggestions to what you as a parent can be helpful with. Take a look and offer to help today.

Part 6: What can you do as a parent

On land:

When you get down to the club you can do one of two things: help your own hopeful or help all the sailors. The most natural, of course, is to simply help your own child get ready; but the most fun and giving way, is to help all sailors who need a hand.

EVERYBODY – even if you don't know the first thing about sailing – CAN HELP.

Before practice:

You can help with rigging (getting ready) the boat.

- Follow the instructors' directions on how to rig the boat. Help the sailor move the boat, bring it down from the rack etc. You can also carry some of the equipment to the boat.
- Check that the boat complies with the safety rules: are the air bags inflated, are there any loose screws, frayed lines or any rips in the sail? Do this with the sailor.
- Talk to the sailors about the practice. Talk about wind and weather. If the sailor is hesitant going out that day, try to bring out the positive of sailing. Stress the safety of the boat and that the instructor always is close to the sailors.
- Encourage the sailors to help each other rig the boats.
- Help launch the boats using the dollies and/or ramp. Make sure that the dollies get carried away from the ramp.
- Help ensure that unnecessary damage does not happen to the boats.

During practice:

Do NOTHING, stay ashore and let the instructor do the job. Make new friends with the other parents.

After the practice:

- Be ready by the ramp to help the sailors get the boats back out of the water. Have the dollies ready at the foot of the ramp.
- Help the sailor get the boats back to the right places.
- Make sure the equipment is taken care of, meaning cleaned, washed, and stored properly.
- Ask about the practice and the experiences, show interest in the sailing.

Positive Coaching Alliance:

Since PCA's founding at Stanford University in 1998, more than 1,100 schools and youth sports organizations throughout the US have used its research-based techniques to:

- Prepare youth athletes for success in life
- Emphasize character-education and life lessons through sports
- Become outstanding educational-athletic programs to create a shared vision among organizational leaders, coaches, parents and athletes.

Some JSA club program leaders have personal experience with PCA through sports other than sailing, and Ken Legler, coach of the Tufts University Sailing Team, has promoted PCA to college sailors and coaches.

PCA's programs target the four participants in youth sports:

-Instructors/Coaches: Learn the principles of the Double-Goal Coach, whose first goal is winning, and whose second, more-important goal is teaching life lessons through sports. A Double-Goal Coach:

+Redefines "Winner" through a focus on mastery, rather than a scoreboard orientation, teaching players that a "winner" makes maximum effort, continues to learn and improve, and is not stopped by mistakes or fear of mistakes.

+Fills Players' Emotional Tanks, refusing to motivate through fear, intimidation, or shame.

Recognizing that a player's "Emotional Tank," like the gas tank of a car, must be full in order to go anywhere, the Double-Goal Coach provides a fuel mixed of five specific, truthful praises for every specific, constructive correction.

+Honors the Game by respecting ROOTS (Rules, Opponents, Officials, Teammates, Self)

- Parents: Understand what it means to be a Second-Goal Parent, focused on helping youth athletes take life lessons from sports through these techniques in communicating with your children and their coaches.

- Sailor Athletes: Check out the Triple-Impact Competitor resources for making yourself better, making your team better and making the game better.

- Program Leaders: Help your organization become an outstanding educational-athletic program with the Roadmap to Excellence and other tools.

View details at <http://www.positivecoach.org/> and especially try out PCA's new online training for your instructors/coaches, parents and sailor/athletes <http://www.positivecoach.org/our-work/online-courses/>

change tab to read Forms & Database

JSA FORMS

A complete set of forms and instructions is posted on the JSA web site at **www.JSALIS.org** under the quick links:

- Program management resources
 - Code of Ethics forms
 - Regatta attendance forms
 - Big Boat Regatta Entry & MOB forms

- Regatta management resources
 - Big boat NOR and SI templates
 - Housing form templates
 - Notice of Race templates
 - Sailing Instructions templates
 - Standardized race course images
 - Regatta Host Online Database User Guide

JSA Database Club Administrator Tips

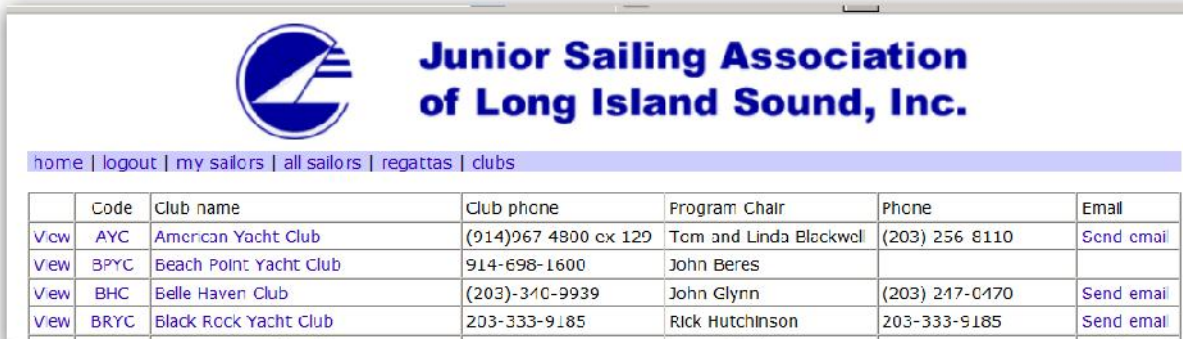
Club Administrator:

- Club administrators have access to all information about your sailors, including personal info on the sailor's waiver form. Administrators can also set up registration for regattas that your club hosts and can register sailors and instructors for regattas your club is attending. To provide backup coverage, JSA recommends at least three people be assigned to the administrator role (e.g., two people from the adult junior program leaders and one person from the summer instructor staff).
- If you are a new program chair who is or was a parent of a JSA sailor this year or last year, you may request your existing parent database account be upgraded to club administrator by emailing JSA office the email address you use as your database username.
- If you did not have a database account last year and will not have children in a junior sailing program this year, create a new basic account at the database login screen <https://www.jsalis.org/db/login.php>, fill in the new user info, continue until you are asked to enter data for a sailor and then logout. Email the JSA office and I will upgrade your new account to admin status.
- If a person is no longer to be an administrator, email the JSA office so their account may be deactivated.

Program Registration: Here are some suggestions for getting the most benefit from the JSA database during your club's junior program registration:

- Use the JSA database to simplify getting the basic info about your parents and sailors into a spreadsheet format for your program office. Why manually type it from paper registration forms when your parents can do it more quickly and accurately? So ask your parents to register their junior sailors on the JSA database as a first step in the registration process for your club's junior program. Provide this link to them on your website or email communications <http://www.jsalis.org/login.html>. To confirm the parents have completed waivers for the current year, ask them to provide during registration for your program the JSA Waiver ID that may be found at the top of the printed waiver or on the My Sailors screen. Then you may check their registration progress and download the parent and sailor info in a spreadsheet format by using the club-administrator feature of the JSA database.
- If you have a junior program registration day, set up a few laptops on a table and ask your parents to enter the information into the JSA database right there during the event.
- Remind parents that they may reuse the info they entered in the prior year by using the same username (an email address) and password they used during the prior year. They they only need to reverify that the info is still valid for this year instead of re-entering all over again. The prior year records will show status as "xYEAR" until they are reverified by the parent, then the status becomes "Complete".

Club Information in the database includes emails and phones for your junior sailing office and instructors. This info will be used whenever you create your entry for a regatta and is also a directory that may be viewed to help you make connections with another club's junior program. See the "Clubs" tab as shown here, then select *Edit*, then *Add Instructor* for a new instructor, or *Click on an old instructor's name* to be deleted and then click Delete button.



The screenshot shows the website for the Junior Sailing Association of Long Island Sound, Inc. It features a logo on the left and a navigation bar with links for home, logout, my sailors, all sailors, regattas, and clubs. Below the navigation bar is a table listing club information.

	Code	Club name	Club phone	Program Chair	Phone	Email
View	AYC	American Yacht Club	(914)967 4800 ex 129	Tom and Linda Blackwell	(203) 256 8110	Send email
View	BPYC	Beach Point Yacht Club	914-698-1600	John Beres		
View	BHC	Belle Haven Club	(203)-310-9939	John Glynn	(203) 217-0170	Send email
View	BRYC	Black Rock Yacht Club	203-333-9185	Rick Hutchinson	203-333-9185	Send email

General information about the use of the JSA database by club administrators is available on the JSA website on the "Program management resources" page <https://jsalis.securespsites.com/Program%20management%20resrouces/Forms/AllItems.aspx>. Select the document "Online database club administrator users guide" or the video "Demonstration of club administration functionality."

Regatta registration setup and management: See the "Regattas" tab as shown below and the user guide and video on the "Regatta management resources" page at <https://jsalis.securespsites.com/Regatta%20management%20resources/Forms/AllItems.aspx>

Club	Regatta name	Event Dates	Registration Due	Prepare entry	Host club
ZZTEST	May 11 2011 test	2011-05-11 - 2011-05-11	2011-04-01	Prepare entry	View Entries Edit Regatta
SIAM	JSA Champs	2011-08-09 - 2011-08-10	2011-07-15	In progress: 4 sailors	

If you have any questions, please email JSA office info@jsalis.org with details of your issue and we'll get the answer to you right away.

Frequently Asked Questions:

Q: I had a JSA database account last year but cannot log in this year to update and reverify my child's waiver.

A: The parent may use the password reminder feature that requires them to fill in their first and last name and email address. If that info is recognized, the system will email the password.

- Sometimes the parent cannot remember which of their email addresses was used for the JSA database, or they may have mistakenly used their child's name as the account owner. If some of your parents have this trouble, look in the All Sailors list for your club to see the way they input their Parent Name as in this sample.

Club	Sailor	Parent	Status	Last update
zTEST	Sample Sailor	Sally Sailor	complete	2011-01-09 12:26:06

To determine what is the parent's email address in the JSA database. click on the sailor's name in the All Sailors list to open the detail view.

- The parent may have closed their email account since last year so the password reminder cannot be delivered. If that has occurred and the parent has been unable to recall their password, they must abandon the old JSA waiver account, create a new JSA account and enter their family data again.

Q: I need to change my JSA database account profile because I have a new email address or changed my name or mistakenly used my child's name as the account owner.

A: When you are in the My Sailors view, click on the "Profile Update" link in the lower left corner and update your password, user name or email address.

Q: I am a club junior program leader and want to edit the waivers for the sailors in my club's program.

A: As a JSA database administrator for your club, you may view all the waiver information for each sailor in your program, but you may change only non-personal information. So that means you can change the sailor's boat class, sail number, boat name and color, etc. To change non-personal information click the yellow "Modify" button in the sailor detail view. Only the parent can change personal information, like birth date, club assignment, etc., so ask the parent to make such changes.

Q: My club wants to assist the parents by having me fill out their sailor waiver forms for them.

A: Please do not fill out a waiver form on behalf of a parent. The waiver form requires an electronic signature by the parent to be valid. So if you fill out a waiver form for a parent, your club will not have a legally enforceable waiver.

Q: I am registering sailors from my club and some sailors in the Pixel, Blue Jay or Optimist fleet do not appear in the list of sailors available for registration.

A: Sailors are restricted by age range for Pixel and Blue Jay Novice / Open divisions and Optimist fleets. If the age of a sailor is out of the range for the division being registered, they will not appear in the list. Sometimes the parent has mistyped the sailor's birth date so if you ask the parent to correct the birth date that may fix the problem. In addition, a sailor must be checked off for all classes she may sail in. So if she primarily sails Optis, she must also be check off as a Pixel sailor in order to enter a Pixel event.

JSA Online Waiver Database User Guide

February 2012

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Regatta Host Management (to be updated in spring 2012)	___

Getting Started

To find the JSA online waiver database, you start at the JSA home page (<http://www.jsalis.org>). Click on the Online Waiver Database tab.

The screenshot shows the homepage of the Junior Sailing Association of Long Island Sound, Inc. The browser is Mozilla Firefox. The navigation menu includes: Home, About Us, Calendar, **Online Waiver Database**, In the News, Courses, Info for Parents, Info for Sailors, Info for Program Chairs, Info for Instructors, and Contact JSA. The main content area is divided into several sections:

- News:** Includes articles like "Boats, Gear for Sale" (8/7/2011 9:21 AM) and "JibeTalk - the JSA blog" (8/23/2010 9:47 AM).
- JSA blog headlines:** Lists recent blog posts such as "Long Island Sound family and friends sailing in the Sydney Harbour Regatta" and "Teen sailors in Sydney to depart race".
- Important Links:** Provides links to "Current Online Waiver Database", "Facility Rules", "Info and contact information", "JSA Local Sailors Lists", and "Trophy regatta results".
- Upcoming Events:** A table listing events like "JSA Waiver Meeting and Program Management Workshop" and "JSA Crew Management Workshop".
- Follow us on our Blog, Facebook and Twitter:** Includes social media icons.
- Video:** A YouTube video player showing a person on a boat.

That will bring you the online waiver database login page. If this is your first time, please use the top section (New Users) to create a login. Your email address will be your login id; please make a note of it and your password as this will be how you get into the database in the future. Click "Create Logon" to finish.

If you are a returning user but you've forgotten your password, please use the bottom section. You need to type in your first and last name precisely as you did when you created your login and use the same email address as well. Click "Email my password" and check your inbox for the result. You may need to check your spam folder as well.

Otherwise just use the middle section to login, using the email address and password you specified when you created your login.

Please note that cookies must be enabled for the site to work.

The screenshot shows a Mozilla Firefox browser window with the URL <https://www.jsa-s.org/ib/login.php>. The page features the organization's logo and title: "Junior Sailing Association of Long Island Sound, Inc." Below the header, there are three main sections for user interaction:

- New users: please create a login:** This section includes input fields for "First Name", "Last Name", "Email address", and "Password", followed by a "Repeat password" field and a "Create Login" button. A red asterisk indicates that all fields are required.
- Current users: please login here:** This section includes input fields for "Email address" and "Password", followed by a "Login" button. A red asterisk indicates that both fields are required.
- Forgot your password? Enter your email address here:** This section includes input fields for "First Name", "Last Name", and "Email address", followed by an "Email my password" button. A red asterisk indicates that all fields are required.

At the bottom of the page, a note states: "You must enable cookies in your browser to login to this site".

For Parents

The first time you login to the online waiver database, you will be presented with our privacy policy. Please read it and click "I Agree" at the bottom to continue.

If this is your first time into the database, you will then be presented with a screen requesting personal information for your child. Be sure to click "Save information" when you're done to continue to the next step.

Please click on the form below to view "Save information" button.

Step 1 Enter Personal Information	Step 2 Enter City, State, and ZIP Code Information	Step 3 Save Waivers	Step 4 Print Copy
<input type="button" value="Save information"/> <input type="button" value="Cancel"/>			
Section Information			
First Name*	<input type="text"/>	Birth date*	<input type="text"/> <input type="text"/> <input type="text"/>
Last Name*	<input type="text"/>	Sex*	<input type="radio"/> Female <input type="radio"/> Male
Nickname	<input type="text"/>	Tee shirt size*	<input checked="" type="checkbox"/>
Sailor's Email	<input type="text"/>		
Address*	<input type="text"/>		
City*	<input type="text"/>		
State*	<input type="text"/>	Home phone*	<input type="text"/>
ZIP/postal code*	<input type="text"/>	Summer phone	<input type="text"/>
Country code (ISO)*	U.S.	Cell phone	<input type="text"/>
Your Information*		Other Parent Information	
First Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship*	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Guardian/Other	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Guardian/Other	
Work phone	<input type="text"/>	<input type="text"/>	
Cell phone	<input type="text"/>	<input type="text"/>	
Home phone	<input type="text"/>	<input type="text"/>	
Receive JCA news letter by email?	<input type="checkbox"/>		
Same as sailor	<input type="checkbox"/> Items below will be filled in when you click "Save"	<input type="checkbox"/> Items below will be filled in when you click "Save"	
Home phone*	<input type="text"/>	<input type="text"/>	
Summer phone	<input type="text"/>	<input type="text"/>	
Address*	<input type="text"/>		
City*	<input type="text"/>		
State*	<input type="text"/>	<input type="text"/>	
ZIP/postal code*	<input type="text"/>	<input type="text"/>	
Country code*	U.S.	U.S.	
	Emergency contact #**	Emergency contact #**	
Name*	<input type="text"/>	<input type="text"/>	
Daytime phone*	<input type="text"/>	<input type="text"/>	
Afternoon phone	<input type="text"/>	<input type="text"/>	
Relationship to sailor*	<input type="text"/>	<input type="text"/>	
<input type="button" value="Save information"/> <input type="button" value="Cancel"/>			

Print Update
Privacy Policy



In Step 2, you provide information about the club at which your child will be sailing as well as the boat(s). If you indicate that your family is a member of U.S. Sailing, please provide the membership number. If your child is sailing Laser Standard, Laser Radial or Club420 please provide weight information. If you're not sure about boats or sail numbers, this information can be provided later. Click "Save information" to continue.

Club, Boat, and Class Info Mozilla Firefox

Club, Boat, and Class Info

https://www.jsa.scr.gov/sail/classform.php

Junior Sailing Association of Long Island Sound, Inc.

Home | About | My Sailors | Sail record | **Save**

Step 1: Personal Information | **Step 2: Enter Club, Boat, and Class Information** | Step 3: Sign Waivers | Step 4: Print Copy

Save Information

Sailor Name: Sally Miller

Home Club: [dropdown]

Birth Date: 11/11/01 - 11 years old

Check classes to be entered for this year:

- Optimist
- Elks Jay
- Pico
- Laser Radial
- Laser Standard
- Club 420

Enter boat information available:

Sail Number	JSA Sail Number	Hull Color	Boat Name
[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]

Check membership:

- JSA Member
- U.S. Sailing Member
- Optimist Class Member
- Elks Jay Class Member
- Pico Class Member
- Laser Class Member
- Club 420 Class Member

Weight and height information not required for Laser and Club 420 classes.

Weight: [input]

Height: [input]

Save Information

[Profile Update](#)

The next page is the waiver, release, and medical authorization. Please read this page carefully as it is reviewed and revised every year. To finish creating this record for your child, you must

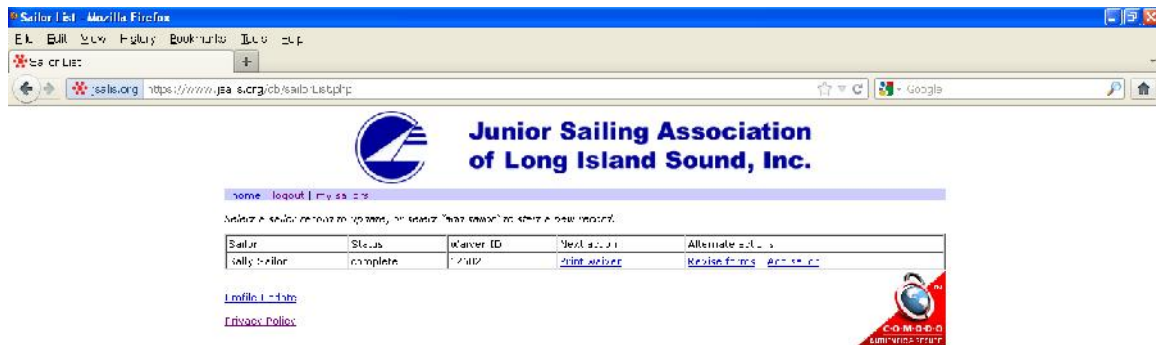
- tick the box indicating: **I have thoroughly read and understand the 2012 JSA Waiver, Release and Medical Authorization and have reviewed the 2012 JSA schedule. By signing this document, I acknowledge the execution of this agreement and agree to each of the provisions listed above.**
- Tick one of the boxes that indicate whether you **authorize an instructor from my Club or Program, or an adult who bears this document, to authorize emergency treatment for the Junior Sailor named above in the event that a parent or legal guardian cannot be reached at the above telephone numbers at the time of the emergency.**
- Enter the name of your first elementary school to provide additional identification.
- And click **"I Agree"**.

Until all of these steps are complete, the record is not complete. When you click "I Agree", you will be taken to a page that allows you to print the agreement you just signed by clicking on the "Print Copy" button at the bottom of the page. If you don't want to print, click "Done".

This takes you to what will be your home screen the next time you login. At this point, you can choose to:

- Print the waiver
- Revise the information for your sailor by clicking Revise Forms
- Add another child by clicking "Add Sailor". This will allow you to use much of the information you've already entered for your additional children.

If your club asks that you enter a "Waiver ID" as part of your overall registration process, that number can be found at the top of the printed waiver or on the "My Sailor" screen.



The screenshot shows a web browser window with the URL <https://www.jsla.org/jcb/sailorList.php>. The page features the logo of the Junior Sailing Association of Long Island Sound, Inc. and a navigation bar with links for "home" and "logout". Below the navigation bar, there is a table with the following data:

Sailor	Status	Waiver ID	Next action	Alternate actions
Sally Miller	complete	72102	print waiver	Revise forms Add sailor

Below the table, there are links for "Profile" and "Privacy Policy". A small logo for "COMODO" is visible in the bottom right corner of the page content.

For Program Chairs and Club Administrators

If you are a program chair or club administrator, you must create a login id for the database (if you don't already have one) and then email the JSA office with your name, club, and login id asking to be made a club admin for the database. Once this has been accomplished, when you login to the database you will see a different screen (see below).

The default display is for all the sailors in your program. If you have children of your own in the program, you can access their records by clicking on the "my sailors" tab; the "all sailors" tab allows you to see every sailor that has been entered in the database for your club.

From this screen you can get data downloads:

- A spreadsheet with full information on every sailors (Data export)
- A document with mailing label information
- A document with a waiver and medical information for every sailor.

Only those sailors with a status of "complete" will be included in the downloads. A status of "complete" is also required for the sailor to be visible in the regatta registration activities.

You can also do some limited editing of sailor records by clicking directly on the sailor's name.

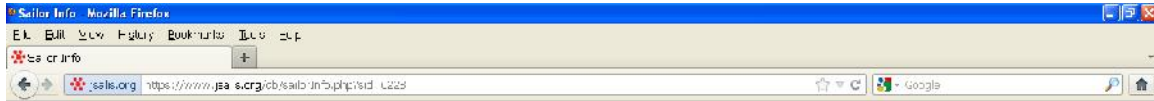
The screenshot shows a web browser window with the URL <https://www.jsa-svc.org/jcb/query.php>. The page header includes the JSA logo and the text "Junior Sailing Association of Long Island Sound, Inc.". Below the header is a navigation menu with links for "home", "logout", "my sailors", "all sailors", "regattas", and "clubs".

The main content area features a search and filter interface. On the left, there are fields for "Club" (set to "Lions numbull"), "Sailor last name starts with" (set to "D"), "Status" (set to "All"), and "Display page" (set to "1 of 10"). On the right, there are radio buttons for "Data export (.csv)", "Mailing labels (.pdf)", and "Waivers (.pdf)", along with a "Download" button.

Below the filters is a table listing sailors with the following columns: Club, Sailor, Parent, Status, and Last update. The table contains 13 rows of data, including entries for "Dec 1995 Deephouse", "Tireless Reg Jul '96", "Jan 96 Deephouse", "Club Jan 96 Deephouse", "August 2000 Deephouse", "Tiddie Truckman", "John John", "Example 3 Sailor", "Example 4 Sailor", "Example 2 Sailor", "Example 1 Sailor", "Example 2 Sailor", "Example 1 Sailor", and "Example 3 Sailor".

At the bottom of the page, there is a note: "Note: only complete sailors can be downloaded." and a "Privacy Policy" link. A small logo for "CORPUS AVIATION DESIGN" is visible in the bottom right corner.

If you click on a sailor's name from the "All sailors" screen, you will get a display like the one below. You can get a printout of this sailor's information by clicking on "Display PDF" and you can delete a sailor by typing the word "DELETE" (all caps) in the box and then clicking on the "Delete" button (please be careful with this; there is no "Are you sure?" prompt and all deletions are final). Most importantly you can edit boat class and sail number information for this sailor by clicking on the "Modify" button.



Junior Sailing Association of Long Island Sound, Inc.

home | logout | my sail classes | sail classes | regattas | clubs

Sailor Information			
name	example	Display PDF	Delete
last update	2012-01-02 17:28:23		
Sailor	George Sailor 444 Street Loca, CT 02045 US	Birth Date k d y m e Home E-mail Cell	March 1, 2003 Female 202-222-1232
Full name	Major Sailor 111 Street Loca, CT 02045 US ls@mail.com	Home Work Summer Cell	202-202-2222
E-mail	, US	Home Work Summer Cell	
contact #1	contact #1 1234 5678 9012	contact #2 1234 5678 9012	
Physician	Dr. Doctor 1234 5678 9012 Mother Sailor	Insurance Co Policy number Group number	Insurance number 123456
Medical conditions (or "none") None			
Modify			Modify
Classes sailed this year	Sail number	ISA sail number	Boat name
Weight	Racing Experience		
Delete	Type "DELETE"	DELETE	

[Profile 1 - 14th](#)
[Privacy Policy](#)



When you click on the “Modify” button you are taken to a screen that allows you to identify the boats for this sailor as well as sail numbers. If a sailor is not associated with a boat class via this screen, the sailor will not show up in the lists for regatta registration. Click “Save Information” when you’re done which will return you to the prior screen and you can click “Done” to return to the list of “All sailors”

Club, Boat, and Class Info

Home Club: ZESTEST

Birth Date: 2003-05-01

Check classes to be entered:

Class	Enter Boat Info (if available)	JSA Sail Number	Hull Color	Boat Name
<input type="checkbox"/> Optimist				
<input type="checkbox"/> Elite Jay				
<input type="checkbox"/> Pico				
<input type="checkbox"/> Laser Radial				
<input type="checkbox"/> Laser Standard				
<input type="checkbox"/> C J 420				

Check membership:

JSA Member

US Sailing Member

Optimist Class Member

Elite Jay Class Member

Pico Class Member

Laser Radial Member

C J 420 Class Member

Required and matching membership are required for the Laser and 420 classes.

Website: [Redacted]

Boat, as series: [Redacted]

Save Information

Print Update

Privacy Policy

Another important step for the Club Admin to complete is to update the information on the Clubs tab.

Junior Sailing Association of Long Island Sound, Inc.

Home | Logout | My Sailors | Sailors | Requests | **clubs**

Club: /211-1
 Sailors last 10 days status will: [dropdown]
 Status: [dropdown]
 Primary page: [dropdown] [Display] [Download]

Club	Date	Parent	Status	Last update
Z2TEST	Dec 1995 Deephouse	E - Deephouse	complete	2013-02-22 14:47:44
Z2TEST	Thru 1966 Pa Jul '96	E - Deephouse	/2311	2013-02-23 21:23:55
Z2TEST	Jan 96 Deephouse	E - Deephouse	/2313	2011-02-21 09:27:22
Z2TEST	Club 21 96 Deephouse	Z2Test Deephouse	complete	2012-02-23 22:25:08
Z2TEST	August 2000 Luna	Chris Test - Deephouse	/2311	2012-02-23 21:23:55
Z2TEST	John Prudman	John Prudman	incomplete	2011-05-29 21:25:06
Z2TEST	John John	John John	incomplete	2011-05-29 09:15:00
Z2TEST	Example 3 Sailors	John Colton	/2311	2013-02-23 21:23:55
Z2TEST	Example 4 Sailors	John Colton	complete	2013-02-23 21:23:56
Z2TEST	Example 2 Sailors	John Colton	/2311	2013-02-23 21:23:55
Z2H51	Example 1 Sailor	Mother Sailor	/2311	2013-02-23 21:23:55
Z2H51	Example 2 Sailor	Mother Sailor	complete	2013-02-23 21:23:55
Z2H51	Example 3 Sailor	Mother Sailor	complete	2013-02-23 21:23:55

Note: only complete sailors can be downloaded.

[Profile Update](#)
[Privacy Policy](#)

Clicking on the “Clubs” tab takes you to a list of all the clubs. If you click on “View” or the acronym for the club it will take you to a screen with full contact information for that club. For your club, the “View” button is changed to an “Edit” button which you should click to update the information for your club. This is also how you enter instructor information for use in regatta registration.

Code	Club name	Club phone	Program Chair	Phone	Email
AMC	Amersfoort Yacht Club	(516) 597-8800 ext 127	Tom and Linda Mallowell	(516) 758-8113	Send email
BEH	Belle Haven Club	924-698-1533	John Beres		
BLH	Belle Haven Club	(203) 240-8779	John Gynn	(203) 247-0473	Send email
BEYC	Belle Haven Yacht Club	708-333-7195	Rick Humbly	708-333-7188	Send email
CSYC	Cedar Point Yacht Club	208-226-7711	Dennis Lajour	208-226-7711	Send email
CYC	Centerport Yacht Club	631-251-5440	Laura Johnson	631-757-6146	Send email
CSH	Cold Spring Harbor Yacht Club	631-807-4567	Sam Morgan		Send email
CJST	Carson Junior Sailing Team	208-658-5757	Linda Farrell	208-658-3333	Send email
LYS	Loughrigan Yacht Squadron	516-424-0900	Micha Lechter	516-406-4241	Send email
GYBA	Great Neck Park Yacht Club				
HEC	Hood of Lays Bay Club	631-351-9647	Diane Mandez	631-327-5555	Send email
LJC	Empress Harbor Club	(617) 371-0644	Chris Lucas	516-644-4622	Send email
HNYC	Hempstead Harbor Yacht Club	9-4847418	Phyllis Flynn	631-275-1113	Send email
HLCL	Hempstead Yacht Club	924-535-6538	Lindsay Pucci	516-536-6158	Send email
LNYC	Lighthouse Yacht Club	631-627-4969	James Neumann	611-670-2527	Send email
HNYC	Hempstead YACCA	(516) 427-4767			
HTC	Hunter Harbor Yacht Club	208-869-2737	Carl Harris	514-702-3210	Send email
BSALNY	BSA of L.I.S.	904-034-4232	Bob Whittredge	514-034-2202	Send email
LSG	Larchmont Sailing Club	914-834-7812	Tim Zoolin	914-392-2223	
LYC	Larchmont Yacht Club	(914) 834-2440	Suzanne Sultenoff	514-834-3838	Send email
NYC	Manhasset Bay Yacht Club	516-757-2250	Lynne Robbins		Send email
NYC	Manhasset Yacht Club	(516) 753-0065	Pete Gill	203-306-3862	Send email
NYC	New York Yacht Club YC	924-738-2733	Eileen O'Rourke	516-632-3561	Send email
NYC	New York Yacht Club	203-662-3255	Meredith Lyons	516-666-2492	Send email
NYC	New York Yacht Club	631-2617533	Don Ear		
NOEW	Newport Yacht Club	208-866-1313	Mark E. ...		Send email
NYC	Newport Yacht Club				
NYC	Newport Yacht Club	(516) 656-2900			
NYC	Newport Yacht Club	208-258-2733 ext 21	Tom Clark	208-258-5710 ext 21	Send email
NYC	Newport Yacht Club	516-762-1114	Catherine Linkens	516-764-0744	Send email
NYC	Newport Yacht Club	208-237-7706	Ricky Taylor	208-237-8000	Send email
NYC	Newport Yacht Club	208-237-2997	Patricia Cassidy	208-237-1535	Send email
NYC	Newport Yacht Club	203-11-1111	Tom Conner	203-111-1111	Send email
NYC	Newport Yacht Club	516-674-7374	Henry Bond	(516) 574-0753	Send email
SEAW	Seawanhauk Corinthian Yacht Club	516-922-5233 ext 117	Pete Johnson		Send email
NYC	New York Yacht Club	631-749-1174	Tom Conner		Send email
NYC	New York Yacht Club	208-238-7807	Eric West	208-238-4855	
NYC	New York Yacht Club				
NYC	New York Yacht Club	203-278-1111 ext 2	Dave Gurney	203-278-1111 ext 11	Send email
NYC	New York Yacht Club	516-357-7725	Paul Gruber	516-357-7725	Send email
NYC	New York Yacht Club				
NYC	New York Yacht Club				
NYC	New York Yacht Club				
NYC	New York Yacht Club	(203) 555-1555	Christina Kalay	(203) 555-8553	Send email
NYC	New York Yacht Club	202-477-2067	Chris Deehouse	610-305-5002	Send email

The Edit screen for Club information allows you to input information about your club that can be used for regatta registration. It also allows you to input information about your instructors that is needed for regatta registration as well. To edit an instructor's information, click on the instructor's name; to add an instructor, click on "Add instructor"

The screenshot shows a web browser window with the address bar displaying <https://www.jsa.scr.gov/club-info.php>. The page title is "Club Information" and the logo for the Junior Sailing Association of Long Island Sound, Inc. is visible. The main content area is titled "Club Information" and contains a form with the following fields:

- Club name: [Redacted]
- Club code: 22TEST
- Area: Long Island, Westchester/Putnam, Connecticut
- Address: [Redacted]
- City, State, Zip: [Redacted]
- Phone: [Redacted]
- Fax: [Redacted]
- E-mail: [Redacted]
- Web site: www.jsa.org (Example: www.jsa.org (do not include http://))
- Program chair: [Redacted]
- First name: [Redacted]
- Last name: [Redacted]
- Phone: [Redacted]
- E-mail: [Redacted]

Below the form is a table of instructors:

Instructors				
ID#	Name	Sex	Cell phone	Email address
Add instructor				
Inst. ID#	010 Instructor	M	215-300-1411	tes@instructor.com
Inst. ID#	fifth instructor	-	(914) 555-1412	myname@gmail.com
Inst. ID#	22.Fifth instructor	F	128133	lunatic@usa.net
Inst. ID#	222third instructor	-	215-432.cell	ess@ess

At the bottom of the page, there are links for "Profile Page" and "Privacy Policy". A small logo for "COMODO" is also visible in the bottom right corner.

If you are adding an instructor for the first time, you use the screen below. Please note that a cell phone number is not required but is needed for housing forms during the regatta registration process.

The screenshot shows a Mozilla Firefox browser window with the URL <https://www.jsla.org/ib/person-form?id=new>. The page title is "Person Information" and the logo for the Junior Sailing Association of Long Island Sound, Inc. is visible. The form is titled "Instructor Information" and contains the following fields:

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Sex*	<input type="radio"/> Female <input type="radio"/> Male
Cell phone	<input type="text"/>
E-mail address	<input type="text"/>
Club code	23757
Title	Instructor

At the bottom of the form are "Save" and "Cancel" buttons. Below the form, there are links for "Profile L. J. Jale" and "Privacy Policy". A small logo for "CROSSROADS AUTHENTIC REGATTAS" is also present in the bottom right corner of the page.

If you are editing an instructor, you get the screen below. You can click on “DELETE” to remove the instructor from the database altogether. If you are just updating the instructor, use “Save” to save the new information and then use “Cancel” to return to the Club Edit screen or “Add another instructor” to go to the Add an instructor screen.

Person Information Mozilla Firefox
E.k. Bill View History Bookmarks Tools Help
Person Information +
sails.org https://www.jsa.scrjcb/person-personid/104
Google

 **Junior Sailing Association
of Long Island Sound, Inc.**

home | logout | my sail | sail | sail | requests | clubs

Instructor Information

First name*	JD
Last name*	Instructor
Sex*	<input type="radio"/> Female <input checked="" type="radio"/> Male
Cell phone	212-333-0000
E-mail address	JD@instructor.com
Club code	23255
Role	Instructor

Save Add another instructor Cancel
DELETE

[Profile Update](#)
Privacy Policy



For Instructors or Club Admins doing Regatta Registration

To be updated in spring 2012

For regatta hosts

To be updated in spring 2012

JSA EVENT CALENDAR

The JSA event calendar undergoes many changes during late winter and early spring.

So to assure you are using the most up to date schedule, always download the most current copy from the JSA website at www.JSALIS.org select the **Calendar tab** and print the months you wish to insert in this section.

Print and insert the most current event calendar here

Planning and Managing a Successful Regatta

By Steve Moynahan, Orange Bowl Chairman

January 14, 2005

AGENDA

- I. Review Event Chairperson's Timeline and Checklists**
 - A. Ten Months**
 - B. Eight Months**
 - C. Six Months**
 - D. Four Months**
 - E. Three Months**
 - F. Two Months**
 - G. One Month**
 - H. Two Weeks prior to entry deadline**
 - I. One Week**
 - J. One Day**
 - K. First Race Day**
 - L. Last Race Day**
 - M. Post Event**
- II. Registration Process**
- III. Review Regatta Budget Plan**
- IV. Questions and Answers**

Regatta Chair's Timeline and Checklist

Establish a timeline for your Regatta event. What follows is a basic outline.

10 months:

- Confirm event dates, coordinating with US SAILING, class associations and local sailing associations, so as not to conflict with other important sailing events.
- Select key committee people (event chair, safety, race management, promotion, merchandise & other subcommittee chairs) and hold first organizational meeting.
- Meetings should be held at least once monthly thereafter
- Make brief presentation to host club's Board
- Develop event timeline or key date schedule

8 months:

- Complete preliminary detailed budget
- Identify any governmental permit approvals that may be required and apply for permits.
- Confirm classes of boats
- Initiate sponsorship plan
- Design a launch and retrieval plan.
- Confirm remaining major projects (i.e. building launch ramps if required), and subcommittee assignments
- Make an announcement and presentation at membership meeting to begin attracting volunteers

6 months:

- Meet with the sponsor's local representative. Determine ways in which the sponsor can get involved in your event (T-Shirts, Banners, Prize Give-aways, Dinner or Party sponsorship). Refer to Sponsorship section in JO Event Manual.
- Establish a JO Regatta section on your club's web site
- Publish Preliminary Notice of Race and/or flyer advertisements with separate entry form in Class publications (Optinews, Laser World, etc).
- Appoint a Safety Boat Team Leader. Request a Safe Boating Campaign Kit from the National Safe Boating Council by e-mailing them at: campaign@safeboatingcouncil.org
- Finalize Committee Team Leaders: Registration; Principal Race Officers; Launch/Retrieval; Lunches; Parking; Entertainment/Decorations; Fund raising/Sponsors; Safety Boats; Information/Protest Desk; Race Equipment; Race Judging; Volunteer Housing.
- Meet with all team leaders to clarify duties

4 months:

- Draft & circulate Sailing Instructions
- Engage in intense sponsor product search via letters, phone calls, and meetings.
- Hire a respected coach to lead your clinic (see list in the "Clinics/Learning" section)
- Hire entertainment (bands, etc.)
- Order goody bags (find "goody" bags on the internet i.e. Bag King), and solicit companies for fillers (coupons, promotional items, etc.)

Regatta Chair's Timeline and Checklist (Cont.)

3 months:

- Issue initial publicity (see Publicity Timeline in "Promotion" section)
- Initiate media contact (particularly longer lead-time magazines)
- Complete initial grounds plan, social plan, ceremonies plan
- Order all necessary outside equipment
- Submit marine event permit (if not done previously)
- Develop a safety plan for both on and off the water (Doctor on call on shore)
- Identify safety boats and captains
- Place article in club newsletter
- Arrange and confirm an event photographer
- Order trophies (find a local trophy maker to provide custom trophies for each fleet; or gold, silver, bronze medals provided by US SAILING for each fleet)
- Host an all volunteer "party" meeting and circulate Volunteer Sign-Up Sheets listing all duties categorized by team and time slots
- Decide participant and volunteer parking arrangements and appoint coordinator

2 months:

- Order T-shirts and other merchandise (ask a local graphics artist to donate a design)
- Order wristbands and dinner tickets for each sailor for identification for dinner & raffle
- Decide food and coordinate with vendors, entertainment reservations
- Dignitary invitations
- Invite a local Olympic sailor to help give out awards
- Finalize parking arrangements and appoint a Parking Coordinator
- Order "assigned" sail #s for Club 420s and Lasers

1 month:

- Final Sailing Instructions printed
- Confirm volunteer personnel schedule; meet with each Team Leader to clarify plans
- Confirm all equipment (including VHF radios, air horns, race marks & tackle, flags)
- Confirm chartered/borrowed boats, if applicable
- Confirm final social, grounds, and ceremonies plans
- Place event poster on club bulletin board (and around your town)
- Process early registrations

2 weeks prior to entry deadline:

- Confirm final sponsors
- Order Sponsor Banner, Programs, and Signage (Parking, Schedule of Events, Registration, etc.)
- Call or email junior program directors - ask how many sailors, instructors and coaches will be coming to your event
- Create St. Pete Scoring Scratch Sheet
- Process early registrations
- Re-confirm volunteer personnel schedule and replace any drop-outs.

Regatta Chair's Timeline and Checklist (Cont.)

Pg. 3 of 3

1 week before event:

- Final event committee organizational meeting
- All printed material available at event office and posted on web site
- All on-site signs, banners, flags, posters, etc. ready for display
- Set up venue
- Establish set up crew for the event and a clean up crew for post-event.
- Confirm receipt of trophies, prizes, T-shirts, merchandise, and giveaways
- Confirm all water craft and radios as operational; first aid kits for safety boats.
- Send updated publicity to media
- Work meeting to pack goody bags, registration packages, etc.

1 day before event:

- Prepare final Scratch Sheets
- Pack remaining registration packages; set up registration stations
- Put up sponsor banners, decorations, and signage
- Gas up safety and coach boats
- Ensure wash down stations are properly equipped.

First Race Day:

- Execute parking plan
- Race committee/protest committee/judge committee joint meeting; include visiting coaches/instructors
- Competitors' meeting
- Execute launch plan and lunch plan
- Post results on your web site daily
- Ensure equipment is operational at end of each day

Last Race Day

- Finalize protest and redress adjustments as quickly as possible
- Awards Ceremony
- Clean-up and remove banners and advertising

Post-Event

- Send results to local press
- Write thank-you letters to sponsors and volunteers
- Hold post-mortem meeting
- Engrave Perpetual Trophies with winner names
- Return sponsor banners

This timeline was adapted from US SAILING's *Race Management Handbook* and modified by Steve Moynahan, Chairman of the 2003 and 2004 Orange Bowl Regattas hosted by Coral Reef Yacht Club. Contact US Sailing for a copy of the latest US Jr. Olympic Sailing Events Manual for more guidance.

US Coast Guard Marine Events

<http://www.uscg.mil/D1/sectLIS/public/MarineEvent.asp>

Welcome to Coast Guard Sector Long Island Sounds Marine Event webpage. This page contains information that will help ensure that your event will adhere to federal boating laws safety guidelines in accordance with the Code of Federal Regulations.

On this page you will find an Application for Approval of Marine Event, the Fireworks Addendum to the Application for Marine Events and information on temporary designated waterfront facilities used for the loading and unloading of fireworks from vessels or barge. Ensure that all forms are complete, accurate and legible. The package also includes points of contacts for Coast Guard and State agencies.

If a marine event permit application is required, the sponsor shall review his/her responsibilities as provided in this package. The sponsor must provide evidence of compliance with any applicable state laws. Permission must be granted from appropriate state and local authorities. The sponsor must contact the state Boating Law Administrator and the state agencies that are responsible for environmentally sensitive areas, critical habitats, and historical issues to ascertain what state requirements may apply to the event. [Contact information for other agencies.](#)

Submitting a Marine Event Application may seem overwhelming; however, the use of this page should help reduce confusion making the submission process go much more smoothly. If you have any questions or are unsure of the content of this page, do not hesitate to contact [LT Judson Coleman](#), Marine Event Permit Coordinator, at 203-468-4596.

Section I: Do I need to submit an application?

Please answer the following questions in order to help determine if you are required to apply for a Coast Guard Marine Event Permit:

1. Is your event being held on or near the navigable waters of the United States?
2. Will the event take place in or near a designated environmentally sensitive area, a critical habitat containing threatened or endangered species or an area of historic, cultural, or archeological significance?
3. Does the event involve an inherently hazardous competition? (Example: A speed boat race with vessel traveling greater than 30 miles per hour.)
4. Could the event cause any obstructions of the navigable channel or change the customary presence of commercial or pleasure craft in the area.
5. Is there an expected accumulation of spectator craft?
6. Could the event present a substantial threat to the safety of human life on navigable waters?
7. Are you requesting the use of Coast Guard resources or the issuance of a special local regulation or safety zone.

If you have answered "NO" to all of these questions, then a Coast Guard permit is not required. (However, check with state and local governments for their requirements.)

If you have answered "YES" to any of these questions your event may require a permit, submit an application to this office for determination. Please proceed to the next section to find out about deadlines, time requirements, and submission procedures.

Section II: How do I submit an application?

Step 1: Fill out the Application for [Approval of Marine Event \(CG-4423\)](#).

Step 2: If your event includes a fireworks display, fill out the [Fireworks Addendum](#) to Application for a Marine Event and read [fireworks addendum info sheet](#), which discusses Fireworks Permits and Temporary Designated Waterfront Facilities.

Step 3: Applications must be submitted no less than 135 days before the start of the event unless the following applies:

1. The sponsor submitted an application for the event in the year immediately preceding.
2. The nature, location, scheduling, and other relevant information contained in the previous application are essentially the same.
3. The Coast Guard received no objection to the previous application.
4. The Coast Guard did not promulgate special local regulations for the previous event.
5. The Coast Guard approved the previous event.

If all the above criteria are met, the application may be submitted no less than 60 days before the start of the proposed event.

Step 4: Include any other pertinent information regarding your marine event. Attach a copy of a chart of the local area with detailed drawings showing the intended route or event location. Be specific and detailed in your description of the safety measures you will take during the event and include a schedule of activities. We encourage event sponsors to submit material provided to event participants with your marine event permit application. After we have issued you a permit, any changes to the schedule of activities should be reported to this office immediately. Failure to provide sufficient information or to dedicate sufficient safety resources to the event may result in return or disapproval of your application or revocation of your permit.

Step 5: Mail or fax application* to (for CONNECTICUT AND LONG ISLAND, NEW YORK EVENTS ONLY):

Mail to:

Commander
USCG Sector Long Island Sound
Attn: WWM Division - Marine Events
120 Woodward Avenue
New Haven, CT 06512-3698

OR

Fax to:

203-468-4423
Attn: Marine Event Permit Coordinator

* Please note that there is no longer a requirement to submit the application in triplicate.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-SLIS-4424 (Rev. 12/2010) (Previous versions are not acceptable)		APPLICATION FOR APPROVAL OF MARINE EVENT		DATE SUBMITTED <input type="text"/>
				DATE RECEIVED BY SECTOR LIS <input type="text"/>
INSTRUCTIONS 1. This application must be received by the office in Block 22 at least 135days prior to the event, or at least 60 days if the same event (same location) was held one year prior. 2. Attach a section of a chart or a scaled drawing showing boundaries and/or courses and markers contemplated. 3. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs or procedures. 4. Please complete in a manner that allows for local reproduction. Mail or fax complete application to the address/number in Block 22		13a. HAVE ANY OBJECTIONS BEEN RECEIVED FROM OTHER INTERESTED PARTIES? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		
		13b. LIST LOCAL/STATE PD AND/OR FD POC'S WITH PHONE AND EMAIL ADDRESS.		
		14. VESSELS PROVIDED BY SPONSORING ORGANIZATION FOR SAFETY PURPOSES (Numbers and Description)		
1. NAME OF EVENT		2. DATE OF EVENT		15. DOES THE SPONSORING ORGANIZATION DEEM THEIR PATROL ADEQUATE FOR SAFETY AND SECURITY PURPOSES? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)
3. LOCATION OF EVENT		4. TIME (Start, Finish)		
3a. IS THIS GOING TO BE AN ANNUAL EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
5. SPONSOR ORGANIZATION CONTACT INFORMATION (Must have: Address, Zip Code, Phone , Fax & Email)		16. State Issue: a. Will the event be using a State Boat Launch? <input type="checkbox"/> YES <input type="checkbox"/> NO b. Does the event call for any waivers of existing State Laws (i.e. Speed Limit)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6. EXPECTED NO. PARTICIPANTS		7. SIZES OF BOATS		17. PERSON IN CHARGE (Include Contact information During Event)
8. TYPE & NUMBER OF BOATS		9. EXPECTED NUMBER OF: a. SPECTATORS (land) b. SPECTATORS CRAFT		18. PERSON TO BE CONTACTED FOR FURTHER EVENT DETAILS (Include Name, Address, Zip Code, Email, Phone and Fax)
10. DESCRIPTION OF EVENT		The undersigned has full authorization to represent the sponsoring organization		
		19. SIGNATURE		20. TITLE
11. WILL THIS EVENT INTERFERE OR IMPEDE THE NATURAL FLOW OF NAVIGATION OR VESSEL TRAFFIC? <input type="checkbox"/> No <input type="checkbox"/> Yes (Explain)		21. ADDRESS (Include Zip Code, Email, Phone and Fax)		
12. WHAT EXTRA OR UNUSUAL HAZARD (to participants or non-participants) WILL BE INTRODUCED INTO THE REGATTA AREA?		22. MAIL TO: COMMANDER, USCG Sector Long Island Sound Attn: Marine Event Permit Coordinator 120 Woodward Avenue New Haven, CT 06512-3698 OR FAX (203) 468-4423		

Clean Regattas Certification Program for US Sailing National Championship Host Clubs

PORTSMOUTH, R.I. (January 24, 2011) – US SAILING, the National Governing Body of the sport, is proud to announce a new partnership with Sailors for the Sea, an ocean conservation nonprofit organization focused on the sailing and boating community. Yacht clubs and sailing centers around the country hosting US SAILING's 2011 National Championships have taken the Sailors for the Sea Clean Regattas Pledge for Bronze level Clean Regattas certification.

Clean Regattas certification provides independent, third-party verification that a yacht club, sailing program, or regatta is environmentally responsible, and is doing its utmost to protect and restore the waters upon which people sail. This program is an effort by Sailors for the Sea, in conjunction with committed participants, to reduce our impact on our oceans and coastal waters.



"US SAILING is committed to increasing awareness of ocean preservation and encouraging the protection of our environment," explained US SAILING Executive Director Jack Gierhart. "The future and health of sailing is dependent upon the health of our environment and waterways, and it is important for us to adopt best practices for environmental stewardship at our events and encourage sailors to support

them wherever they may sail."

US SAILING organizes up to 18 National Championship events annually, which are hosted by volunteer yacht clubs and sailing centers throughout the country. US SAILING's National Championships provide an opportunity for U.S. adult and youth sailors to compete at the national level and test themselves against the best in a variety of disciplines, including one-design, multihull, match racing, team racing, and offshore.



US SAILING's National Championships will undertake several efforts in their Clean Regattas campaign, including:

- Recycling at all sites during race weekends, and throughout the season
- Providing water stations to help reduce single-use plastic bottles

According to Chris Mancini, program director, Sailors for the Sea, "The commitment shown by US SAILING to ocean conservation through its pledge to our Clean Regattas program is greatly appreciated. Educating and empowering individuals to effect behavioral change are key to ensuring healthy oceans for all boaters across future generations. We thank each volunteer organization hosting a US SAILING Championship this year for their dedication and efforts."

With three levels of certification (Bronze, Silver, and Gold) available, Clean Regattas participants select their level of engagement, and work to fulfill the related certification requirements by first forming a Clean Regattas committee for the event or a permanent committee for all club/organization governance and

events to oversee the certification criteria. The criteria relates to:

- trash and recycling collection and disposal
- discharge
- oil spill prevention
- green cleaning products and bottom paint usage
- bottom cleaning and boat maintenance

Details about specific criteria standards are available online at www.cleanregattas.org

A Clean Regattas designation by the Sailors for the Sea organization means all competitors agree to abide by Clean Regattas Certification Level requirements. Sailors for the Sea provides support and materials, and the final certification that a club or event is a Clean Regatta.

The Clean Regattas program is available for all interested yacht clubs, regattas and sailing programs, and is found worldwide. By participating in the program, clubs and regattas can realize a range of immediate economic benefits including:

- saving money by reducing reliance on plastic bottles, fossil fuels, and disposable products
- getting discounts on environmentally friendly products through the Clean Regattas program
- reducing excess spending by anticipating regulations and avoiding abrupt and costly changes due to new laws and related cleanup efforts
- attracting new sponsors, donors, investors, and foundations for non-profit clubs through the positive awareness of the Clean Regattas efforts

To make a club or an event a Clean Regattas, email chris@sailorsforthesea.org or visit www.sailorsforthesea.org.

JSA Club Codes and Driving Directions

The club codes for reporting regatta results and directions to clubs are available on the JSA website www.JSALIS.org at the link named “**JSA organization.**”

USODA green fleet policy statement

The International Optimist Dinghy is a strict one-design class. Accordingly, green fleet is open only to competitors sailing in authentic International Optimist Dinghies that meet all IODA class rules. Furthermore, green fleet is open ONLY to competitors using sails, spars, foils, and other equipment that meet all IODA class rules.

Green fleet is not open to competitors sailing boats or using sails, spars, foils, or other equipment that fail to meet one or more of the IODA class rules. Boats that are specifically prohibited include, but are not limited to, any boats whose hulls are made of plastic or of injection molded plastic.

Green fleet is not open to competitors sailing boats that resemble Optimists but fail to meet one or more of the above requirements. Wooden boats that have a USODA Measurement and Registration Certificate are permitted. Boats that are prohibited specifically include, but are not limited to, any boats whose hulls are made of materials other than fiberglass ("GRP") and boats that are made of fiberglass but do not meet one or more of the above requirements.

Prohibited equipment specifically includes, but is not limited to, sleeved sails.

Green fleet is a special fleet for novices. It has two purposes:

1. To encourage novices to attend their first Optimist regatta, and
2. To encourage their continued participation in Optimist racing.

The goal of the policy is to build the fleet from the bottom up. It would be unfair to competitors, and detrimental to the sport of Optimist sailing, to permit green fleet procedures, which unduly favor the most talented green fleet skippers.

To further the purpose of encouraging novice sailors, regatta hosts should present participation awards to all Green Fleet sailors. To discourage sailors from staying in green fleet, in order to win races and receive awards, USODA's policy is to present "Participation Awards" to all skippers sailing in the green fleet - no awards for First, Second, Third places, etc. By not crowning a champion, sailors and their parents, are encouraged to move to the appropriate age fleet as they become more confident of their abilities.

Regatta officials are urged to uphold these green fleet objectives by limiting green fleet participation to appropriate skippers. Sailing instructions should clearly state those restrictions. Also, if it is chosen to permit green fleet coaching while racing, the sailing instructions should clearly address this issue.

Instructors and coaches are encouraged to attend US SAILING/USODA Coach-Instructor training programs. Regional sailing authorities may approve variations from these criteria, in order to satisfy their unique regional requirements.

USODA Recommended Sailing Instructions for Green Fleet

Green fleet is open to skippers who meet all of the following criteria:

1. Skippers must be age 15 or under on December 31st of the current year.
2. (Use either A or B):
 - A. No coaching of green fleet skippers will be permitted while racing. Violation of this instruction may result in any penalty that the jury deems appropriate, up to, and including the disqualification of the coached skipper from the regatta.
 - (or)
 - B. Coaching of green fleet skippers while racing is permitted, however coaching shall be limited to skippers in the bottom half of the fleet in any given race. Only boats which have registered with the organizing authority and carry identification satisfactory to the organizing authority will be allowed to be in the race area. All individuals on such registered boats are required to wear PFD.

Coach boats shall neither create wakes nor otherwise interfere with competitors. Coaches shall provide fair and consistent support to all competitors, not just their team or sailor. Violation of this instruction may result in any penalty that the jury deems appropriate, up to, and including the disqualification of the coached skipper from the regatta.

To adopt this policy, event organizers should include the following in the Green Fleet sailing instructions:

Green Fleet: Green Fleet policies apply. [Coaching will not be allowed while boats are racing.] or [Coaching will be allowed in the bottom half of the fleet during any given race.]

Great GreenFleet Regattas Do's and Don'ts

By Tom "OPTIGUYTOM" Coleman tom@optistuff.com

1. Who can race GreenFleet?

- a. The Optimist Class has absolutely no restrictions other than age. Skippers must be age 15 or under as of Dec. 31st of the current year. Requirements to force sailors to leave GreenFleet such as number of trophies won, years in GF etc were done away with almost a decade ago.
- b. Sailors may chose to race competitive fleet one weekend, GreenFleet the next and back to competitive fleet after that...on and on. The important thing is that they keep sailing! (See why not to award trophies).
- c. Overzealous parents occasionally register their sailor for the wrong fleet; most always placing them in conditions they aren't ready for. Sailors from the competitive fleets may join GF at any time during the regatta if they find their competitive fleets too daunting, the days too long or competition too extreme, with notice to their RC and permission from the GF RC. They can then race GF with all rights and privileges. Once they make the decision to race GF, they should stay in GF for the rest of the regatta. (Beats sitting out the rest of the regatta on their parent's boat).
- d. At registration.... I tell organizers, if a parent or coach isn't sure which fleet to put their sailor in.... suggest GreenFleet. Never had it fail!

2. Boat parking.

- a. The GreenFleet ideally needs to be assigned a land area where they can all be together for rigging. This should be marked from the time they arrive. Ideally it should allow access to launching (at least keep a clear lane) as GF sometimes launches before competitive fleet if they are in postponement.
- b. Keeping them together encourages new friendships and allows the Head Coach to conduct the initial Safety Check and subsequent rigging checks and teaching

3. Sailing Instructions. GreenFleet regattas are for beginners; write SI's accordingly, but this is also where we introduce proper SI's.

- a. See example in Symposium Notebook, also simplified SI's (handout).
- b. Boats do NOT have to go through measurement (even at Nationals), but should be safety checked (see notebook and Self Check Handout).
- c. Write SI's to be as broad as possible to allow flexibility and ensure best experience for the kids.
 - i. Don't specify number of races.

4. Head Coach / Clinician. Enlist a non-affiliated (whenever possible) dedicated coach/sailor advocate to serve as Head Coach.

- a. The Head Coach can also be PRO if they chose.
- b. Actively coaches and encourages sailors in the back half of the fleet.
- c. Should have good people skills for dealing with kids, parents, officials and other coaches.
- d. Should be Level 2 certified.
- e. Works with PRO to decide course, line and course length, when to abandon, etc. Often calls the line from the pin end.
- f. Has authority to allow "tail-enders" to cut straight to finish line or finish them in position.

- b. Should worry more about safety and if the kids are having FUN than about perfect lines and courses., but fairness is important.
- c. Should expect to run more races than the competitive fleet
- d. 5 minute starts w/ load-hailer calling time on the minute, half-minute and last 10 seconds.
 - i. Do call and enforce OCS.
 - ii. Never use Black Flag. The I flag is OK.
- e. Accurate start signals and scoring are just as important as on the competitive course.
- f. Favored ends make for good coach debriefings, so don't sweat them too much... alternate them!
- g. Have some good spotters for OCS boats... be serious about this and watch for them to get clear. Do everything possible to alert them and get them to restart.

8. Safety.

- a. Conduct a Safety Check or give each sailor a "Safety Self-Checklist" at registration. Make it a requirement of regatta registration. Have coaches and knowledgeable volunteers on hand to help novice parents. In the symposium notebook is a more detailed checklist for use by the Head Coach or other knowledgeable coach.
- b. Take extra precautions to keep each sailor well hydrated. Even the parents will need to be educated on the hydration requirements of young sailors as athletes out in the wind and sun (compounded by reflection off the water). You don't have to provide bottled water, but do need to provide a ready source of water. The Head Coach should make drinking water a part of the sailors' daily clinic/regatta routine.
- c. Safety boats. Every parent, coach and spectator boat should be officially integrated as a "Safety Boat" by virtue of being in proximity to and having kids on the GF course. Many organizers have documents that must be signed stating this. The absolute min. ratio is 10: 1.
 - i. Have a brief parent/coach meeting to discuss safety, VHF channel to be monitored, emergency procedures and towing.
 - ii. All GF sailors should be escorted to and from the race course. There should be a designated safety boat for the last sailor(s) in and to escort boats leaving during racing.
- d. There must be a check-in/out system to assure the RC that all sailors are accounted for. In GreenFleet we have a bigger responsibility to keep track of EVERY registered sailor.
 - i. One system hangs a tag for every sailor. Before the sailor hits the water they remove their tag and place it in a designated bucket. The shore volunteers note which sailors didn't move their tags, then re-hangs all tags. Immediately upon returning each sailor is responsible to again, remove his or her tag to the bucket. Names left on the board after an announcement or two are cause for concern!
 - ii. I prefer to have volunteers check them in and out as they sail past a dock or specific boat. It's much more timely.
 - iii. Additionally, sailors should be instructed to sail past the committee boat on starboard tack and hail their sail number.

9. Other Coaching.

- a. I highly recommend that anyone actively coaching or with permission to enter the course during racing be Level 2 Coaches, but Level 1 is acceptable. This usually will be enough to keep

hugs, reassurance, tear drying, snack getting etc. The RC should not allow their own children to tie-up even between races.

- d. Parent expert – use them! There are many. Seek out the ones who are “good at working with children” and are GOOD communicators w/children. Give them some time during clinics to address key areas.
- e. Parents are highly encouraged as spectators (cheering for every finisher) and safety boats (make it known - with duty not just for their kids). Emphasize the FUN of regattas.

13. Protests. DO allow protests.

- a. The initial talk by the head Coach should be about sportsmanship. That should transition into a discussion on the Racing Rules of Sailing.
- b. Eventually the question of protests will come up. Emphasize that proper sailing and sportsmanship have little to do with protests.
- c. Do not discourage protests rather encourage “doing the right thing” ... penalty turns (or dropping out).
- d. The head Coach should explain the protest procedure as outlined in the SI’s (see SIs). Conduct protest hearings in front of all GFers and parents as a great learning tool. The maximum penalty should not be harsher than 20% scoring penalty. Give prizes to the protestor and protestee. Good sportsmanship cannot be overemphasized and should be rewarded early on.

14. Award ceremony.

- a. In GreenFleet, some programs don’t even keep score. Some keep score, but don’t post results, while some post, but don’t announce results. Despite a nearly ten-year-old USODA Class policy, a few still insist on awarding trophies to top finishers.
- b. Awarding trophies:
 - i. Keeps kids in GreenFleet longer (and for the wrong reasons – to collect trophies)
 - ii. Creates a high level of anxiety over performance (something they’ll get plenty of later “if” they persist).
 - iii. Causes parents to get emotionally involved... *and often, not in a good way!*
 - iv. Very costly for only a few recipients
- c. Awarding something to each racer such as “Certificates of Competition” or a medallion is a way to reward each sailor that what they did was special... and it is! It’s a great memento of the regatta and the look on each sailor’s face as they get and proudly display their certificate is priceless. Group photos are nice too, but do make the certificates something special that they

JSA Thoughts on Online Privacy

Programs are increasingly using the web as a means to simplify the paperwork and processes associated with managing a sailing program. The JSA supports this but wants to make sure that programs are aware of the risks and exposures associated with putting this information on a web server.

To give an example, it was recently brought to the JSA's attention that a mother of a junior sailor searched her daughter's name in Google and was horrified to have her daughter's complete contact information (address, phone, email) come up on a page from her club's website. This happened because the club accidentally stored junior program roster information in an unsecured section of its web server. To make matters worse, the information remained available in Google even after it was taken off the club website because of Google's mechanism for caching information.

If the information is in an actual database (like MySQL or Microsoft Access), it isn't available to Internet search engines. But if it is on a web page or in a file such as Word document, an Acrobat PDF file or an Excel spreadsheet, it can be scanned and is therefore completely available to search engines and thus the entire web world.

All Program Chairs should ask the webmaster for their respective club websites to review all files and web pages to ensure that there are no situations in which information is inappropriately made public. In addition, the JSA is being careful to protect the information on the JSA website and in the online waiver database.

**A YEAR IN THE LIFE OF A JSA
JUNIOR SAILING COMMITTEE CHAIR
-- IDEAL CONDITION --**

<u>MONTH</u>	<u>DO OR GET DONE</u>
September	Organize a committee.
October	Develop a budget.
November	Hire instructors.
December	Give last summer's kids a bring-a-friend party.
January	Be sure club pays JSA club-member dues. Go to JSA Midwinter Meeting. Review Program's objectives, structure, instructional goals.
February	Solicit re-enrollment; begin recruiting new enrollees.
March	Detail next season's weekly and daily schedules.
April	Give prospective new enrollees and their parents a preview meeting of next summer's program.
May	Prepare boats, equipment, premises.
June	Get instructors trained. Provide an instructors' orientation & planning week. Begin new-parent orientation. Stage commissioning/opening day. Sweat out the final dollars of enrollment. Transmit Family-Membership data and dues to JSA.
July & August	Supervise closely from a distance; solve problems.
August	Stage banquet and present awards.
September	Report to the club Directors.
Year-round	Deal with JSA.

Program Management Program Development Timeline

DEVELOP PROGRAM PLAN : 12 months prior to program

Define goals for program

Develop Long range plan

Organize a committee

Develop program budget

Develop fundraising scheme if needed

Select boats to use

Develop curriculum

Develop class schedule

Develop other social activity options

Define maximum student instructor ratios

Develop instructor job descriptions and contract

Develop marketing scheme for program

Develop policies

Set expectations for parents, kids, and instructors

Define safety boat ratios

Develop emergency procedures

Develop public relations program

ORGANIZE PROGRAM PLAN : 8 months prior to program

Develop/fine tune registration packet

Develop needed databases

Implement marketing scheme

Obtain proper insurance coverage

Register/license all boats

Implement fundraising scheme

Hire staff

Engage sailing helpers

Organize a "Parent of the Day" Program

Develop a Parent's Manual

Insure that safety boats and engines are in working order

Insure that sailboats are in safe working order

Develop and implement proper storage of sailing equipment

Conduct a walk through of site for hazards

Provide proper classroom facilities

Coordinate schedule with other programs: fun days and regattas



IMPLEMENT PROGRAM PLAN : Month prior to program

- Orchestrate instructor housing**
- Provide opportunity for instructor certification**
- Provide opportunity to obtain CPR and first aid certification**
- Set up chain of command**
- Conduct instructor orientation**
- Develop rainy-day/ no-wind activities with instructors**
- Practice emergency procedures**
- Assign instructor responsibilities and duties**
- Schedule and conduct staff meetings**
- Develop lesson plans**
- Conduct sailing helper orientation**
- Conduct parent orientation**
- Conduct student orientation**
- Check all private owned boats**
- Finalize and print class rosters**
- Finalize and promote social activities**
- Conduct swim check**
- Purchase/repair radios for safety boats and shore side**
- Constant communications with all parties involved**
- Procure/ order trophies and give aways**
- Develop daily purchase system**
- Design and purchase T-shirts**
- Inventory first aid kits**
- Inventory teaching aids**
- Review medical information and develop "cheat sheet"**
- Plan instructor orientation**
- Food options**
- Continual public relations implementation**

MANAGE PROGRAM ON DAILY BASIS : During the actual program

Utilize chain of command

Daily staff meetings should be conducted by staff

Weekly staff meeting with committee chairman

Obtain and review instructor lesson plans

Control Daily boat maintenance system

Schedule regular parent information sessions

Be available for parent interaction

Immediately handle all concerns

REVISIT THE PLAN : At the end of the sailing program

Obtain final critique from instructor staff

Collect and analyze feedback from all clients

Provide opportunity for expanded sailing program

Put all equipment back in working order and properly store

Document and organize all paperwork

Long Range plan revisited

Bring successor to Junior Sailing Symposium

Philosophy of a Sailing Program

A junior program must reflect the philosophy of its yacht club. The aims and objectives should be made clear to persons involved in planning for the younger pupils and their classes.

Safety, Enjoyment, Development of skills, self-reliance and success in mastering elements should be the reasons for teaching sailing.

Program organization and “schoolroom” atmosphere should not be evident. Sailing is recreational and FUN!

Forms of motivation should be aids, but not objectives. Improvements, or mastery, should be complete before pupils receive awards (chevrons, badges, caps, certificates, etc.), otherwise they are worthless.

The program must be adapted to meet the needs of each age group, and allow the pupils to progress at a rate suited to their individual capacities and desires.

Sailing should be a form of EDUCATION, a source of SATISFACTION, RECREATIONAL ENJOYMENT, but not the means of “showing off”, or endangering the safety of any one student.

The safety of many students will be entrusted to sailing instructors during the season, but the lives of many more will be subjected to their students’ skills in years to come.

The above “Philosophy of a Sailing Program” was written by the late John C. Linehan in April, 1963 for the First Edition of the Sailing Instructor’s Manual written for the Southern Massachusetts Yacht Racing Association. In 2000, John was the recipient of the US SAILING’s Captain Joe Prosser Award.

Curriculum Development for Sailing Programs: **The Principles, the Processes, and a Model**

Presenters: Guy Turner and Mary von Conta

For the 2002 National Sailing Programs Symposium

Saturday January 26 at 11:30

What is a Curriculum?

Everything that has anything to do with the educational process.

What are the component parts of a Curriculum?

The physical learning environment/ facilities and equipment...

The people: students, instructors, parents, coaches, management...

The culture: mission and goals...

The content: objectives/skills

The strategies for conveying the content: teaching methods, reference materials, planning methods, effective communication...

The strategies for evaluation: student/parent feedback, observation, record-keeping....

What are ways to help instructors implement a Curriculum?

Send them to US SAILING Level I and II !!!!!

Provide them with a safe facility and well-maintained equipment

Provide them with teaching tools and reference materials

Plan for a comprehensive orientation

Plan for ongoing support and evaluation

Where is a model of a Curriculum?

To download the complete JSA Curriculum, see the website at www.jsalis.org
then select "Training Resources"

What are some useful reference materials?

US SAILING's *Teach Sailing the Fun Way*

US SAILING's *Coastal Navigation*

US SAILING's *Start Sailing Right*

Becker, Geoff, *Sailing Drills Made Easy*

Jobson and Kehoe, *The Winners Guide to Optimist Sailing*

...this is, of course, only the tip of the iceberg

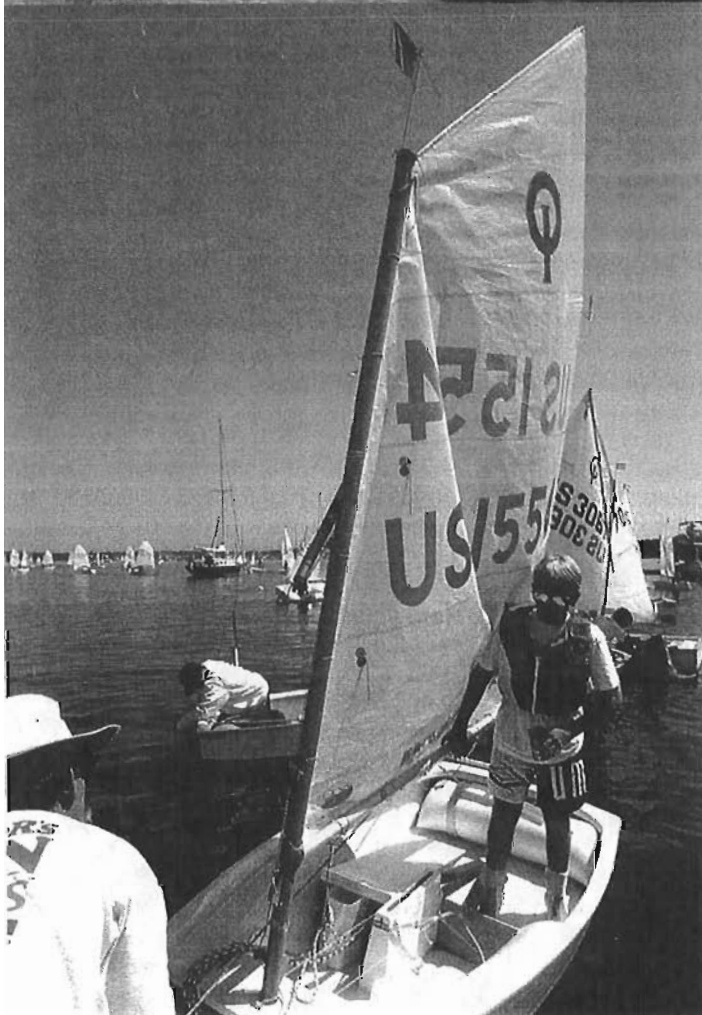


Gail Scott Sleeman photo

Building a Program That Works

How to run a top junior sailing program through creative design, flexible scheduling, and continuity. By Joni Palmer

Many sailors are interested in junior sailing. They might have kids in the local program, or they just enjoy being part of the fun, and seeing all the smiling faces in the little boats. These people enthusiastically volunteer to help out during the active season, and play a valuable role in many programs. But during the off-season someone appears at his or her door with a box of unorganized files, then turns to run, never to be seen again. All of a sudden, the enthusiastic volunteer is the new chairman — but how hard can that be? The new chairman dives into the job, trying to figure out what to do first...how to sail a little boat, and who to hire to instruct the sailors. As summer progresses the chairman is at his wits' end, and grows tired of putting out all the organizational fires and dealing with complaining parents late each night. By mid-July the primary mission becomes finding an unsuspecting, enthusiastic, volunteer replacement for next year. The chairman can't wait to drop off the same disorganized files and turn to run...



The logistics of getting a large group of junior sailors off the dock and sailing can be daunting (left)! Adult volunteers (below) are an invaluable component of any sailing program, especially when it comes to taking juniors on the road to regattas. Fun on the water (above) while developing sailing skill is what junior sailing is all about.

J.H. Peterson photo

This scenario happens all too often on the junior sailing scene, and the time has come for the vicious circle to end! With all the effort being made to promote the sport of sailing these days, it's a shame that some junior programs aren't run more effectively — they're a great way to keep young sailors involved as they grow older.

There are many types of junior sailing programs around the country teaching hundreds of thousands of children. While yacht clubs have been the traditional venue for junior sailing, the sport is also taught at community sailing programs, camps, Sea Explorer Posts, and high schools just to name a few others. Whatever type of program you might be involved in, there are common methods of running a proper and safe junior sailing program.

Establish Continuity

One of the most important elements in organizing a junior program is to develop continuity from year to year. Organizers should continually enhance all aspects of the program without re-inventing the wheel at the start of every season. Many organizations hire a year-round, paid program director (full or part-time) to provide this continuity instead of relying totally on volunteer efforts.

Paid or not, the organizer must be committed to the junior program. This person should be in command for a minimum of two, but not more than five years. During the first year, a chairman barely understands what to do, and in the second is dramatically more effective. Beyond that it gets exponentially easier, and more progressive development takes place. During the last year in command, it is imperative that a replacement be identified to work beside the existing chairman. When it comes time for the replacement to take the wheel, the transition will be a lot smoother. For the benefit of all involved, volunteer organizers should not direct the program for too long. New blood should be allowed into the system with fresh ideas and direction.

A strong, organized support system should be established under the program chairman. Parents and other interested people should be

Program Director Checklist



Gail Scott Sleeman photo

This is just a sampling of the items a junior program director should address prior to and during the instruction season.

- Formulate program goals, publish for staff and members
- Establish committee and support group
- Define classes and schedule, develop curriculum
- Develop budget and accounting system
- Hire qualified instructors, preferably trained by US SAILING
- Conduct multi-day instructor orientation session
- Define student:instructor & safety boat:student ratios
- Schedule parent orientation meeting
- Examine sailing area, identify and eliminate all hazards (including overhead power lines!)
- Evaluate insurance policies
- Prepare and practice emergency procedures
- Obtain liability form, complete medical info, and releases for each student
- Insist instructors keep daily attendance log
- Keep safety equipment readily available and in working order
- Provide forum to communicate with parents, staff, students
- Direct equipment maintenance, including trailers and buildings
- Develop long-term plan for program
- Provide an avenue for juniors to continue sailing

asked to volunteer and be active in the program. Most people have many demands on their time, so they should be assigned small tasks that can be easily accomplished. Examples: publicity and communications, curriculum development, social activities, fundraising, budget development, transportation, trailer maintenance, sail and powerboat maintenance, instructor searches, and long-range planning. It's always good to have a volunteer in a position that involves his or her child, or is of personal interest. Give a complaining parent a job — it gets more people involved, and the complainer will either fix the problem or stop complaining.

A great example of continuity in a volunteer program can be found at Southern YC in New Orleans, La. One of the many positions in the junior program is that of "Pram Daddy," a volunteer who oversees the active Optimist racing fleet activities in which his child participates. His counterpart (sometimes his wife), the "Dinghy Mom," is the group coordinator. This team helps the fleet get organized to travel to events, for example. After a few years, one of these volunteers can easily make the transition to chairman of the junior activity committee at the club.

Be Creative

Once a program has an enthusiastic group of sailors, a confident director, and a support

system of volunteers, the next step is to define the type of classes to offer and the daily schedule. The easy path is to just keep conducting the same type of program, or copy another program's scheme. Far better would be to take a close look at your program and address its changing needs. If you don't know that the program is the best it can be, if only half the kids came back from last year, or none of the older juniors are participating, problems like these need attention.

Each junior sailing organization should develop goals and define the type of program to offer. Is the program designed only for learning to sail, recreation, racing, community outreach, babysitting, or a combination of all these? Goals should be established with all the players in mind: parents, board of directors, the community, instructors, and the support group. Most importantly, the goals of the program should be in line with the kids' desires!

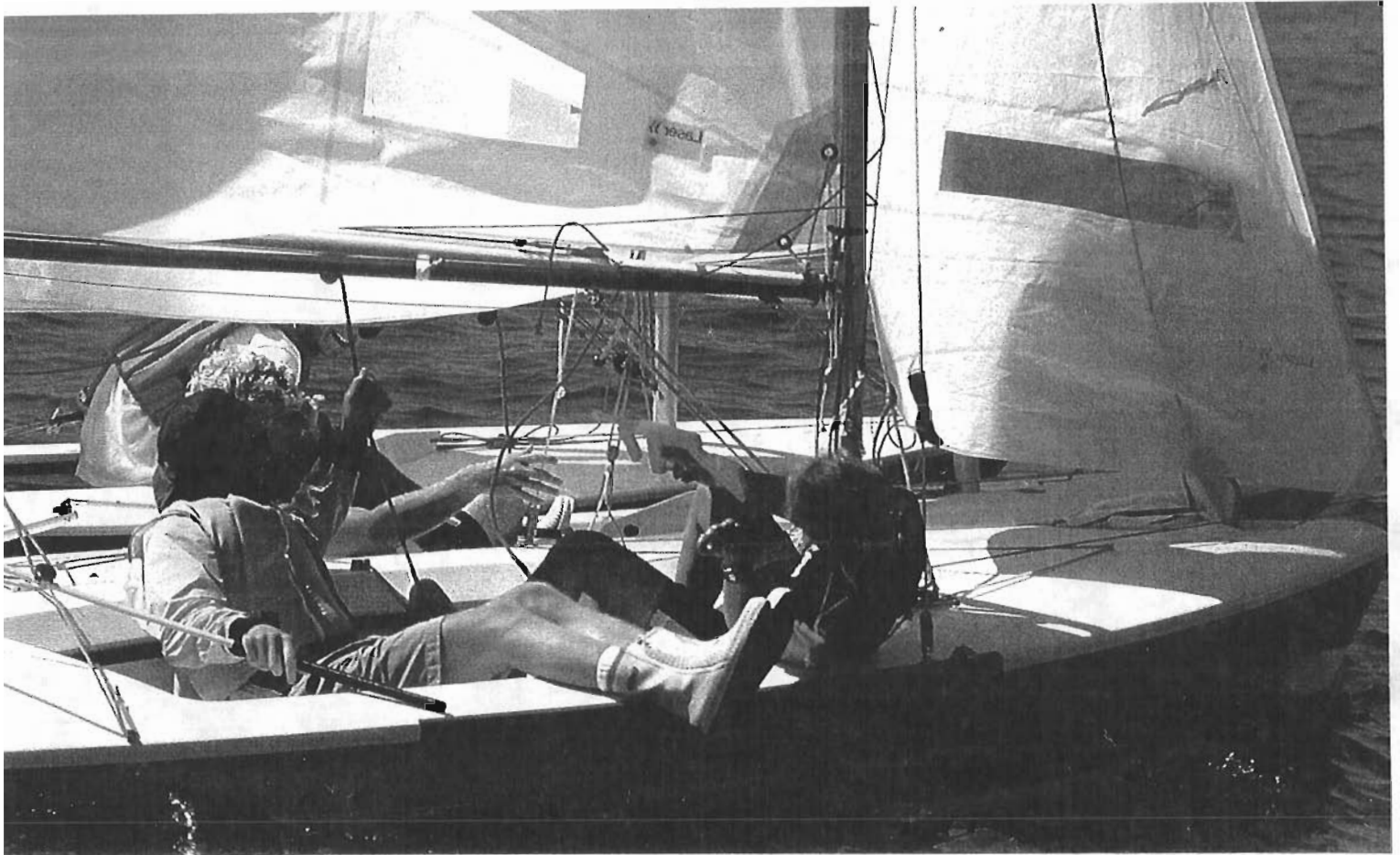
A few decades ago, sailing lessons were the main activity of a youngster's summer — but times have changed. Kids today may have many opportunities such as conflicting sport camps, summer school, horseback riding, you name it. Program organizers must make the opportunity to sail accessible, so it can fit into the busy schedule of the modern child and his or her parents.

Most programs offer the traditional begin-

ning, intermediate, and advanced sailing classes. A program director needs to write a class description for each, with specific objectives. It's important to make sure the objectives can be reached within the allocated number of instruction hours. The director then defines how to assign juniors to each class. As an illustration, in the Long Island Sound area, the majority of the classes are defined by the age of the sailor. On the other hand, in Southern California, the classes are designated by ability levels. Some areas go by a combination of the two.

Many class offerings in progressive junior programs are becoming creative, and very focused to the needs of the sailors. Gone are the days of attending sailing lessons all day for the entire week. Some programs have gone to modular courses to give the students options. They can participate in a single class, and spend only six hours a week at the sailing site. Or, if a child desires to spend every waking hour sailing, he or she can sign up for several classes, and get tailored instruction in each. Here are some examples:

- Larchmont YC offers a class for the five- to eight-year-old "sea urchins," who sail once or twice a week for a very short period of time. They go cruising with the instructors, become familiar with sailing terms, and generally just have fun. When they sign up for beginning sailing the next



Gail Scott Sleeman photo

year, they feel comfortable on the boats, and many of the normal fears are alleviated.

- San Diego YC offers a "mudskipper" class for those second-year beginners who lack the confidence for an intermediate class. This avoids the potential embarrassment of making them sail with the beginners for a second year, or forcing them into a more advanced class before they're ready.

- Southwestern YC, also in San Diego, offers a "teen novice" class, which provides a very comfortable entry into the program for the older beginners, or for teens returning to sailing after a few years off. Otherwise, they might have to sail in an advanced class, or a class of younger sailors. Usually doublehanded or larger boats are used because teens are very social. Without the option of a teen novice class, they might not enroll at all.

Flexible Scheduling

When developing a schedule for the program, there are four variables to consider: session length (number of weeks), meeting frequency (how often per week), class duration (how many hours at a time), and the time of day it will be held. When planning the overall scheme, the organizer needs to define the needs and conflicts of both the sailors and their parents.

Setting up the proper session length is

crucial in a summer sailing program. School vacation dates need to be defined, then the patterns of the clientele can be examined. Are the sailors permanent residents or summer visitors? If the latter, how long do they stay? When do most families take vacations? What other activities are the kids involved in, and when are they scheduled? After considering these questions, programs can then run one continuous summer session, or it can be broken down to smaller segments — even one-week parcels.

How often a class meets is a significant factor. For example, an eight-year-old beginner taking sailing one day a week for six weeks will not progress as far as a child who sails three days a week for two consecutive weeks. The actual number of instruction hours is the same, but the retention of the material is affected by the length of time between meetings. The older junior sailors might not need to meet as frequently because their learning curve and retention rate can be much higher. They also might not want to meet as frequently because they have other summer activities.

Addressing class duration can be more complex, as the needs of the parents may differ from those of the students. If both parents work, they may look to a sailing program to keep their kids busy all day. This can be the best form of babysitting — it's

Like all sailors, juniors enjoy the social side of the sport as much as any other!

often the cheapest by the hour (boat included)! However, the attention span of a young child can be short in hot, humid, and sunny weather. It takes a very talented instructor to continually educate an eight-year-old during a seven-hour day without reverting to a marathon session of sponge tag! At the other extreme, a beginner class that is only conducted for two hours can be self-defeating. By the time the kids get focused, rig their boats properly and get sailing, there is virtually no time for sailing before they need to head in. Older, more advanced junior sailors have a longer attention span and often need longer periods of time on the water in a single meeting to develop their technical skills.

Obviously, sailing programs need to be creative to accommodate both the parents' schedules and the kids' learning processes. Two successful examples: Mission Bay YC in California has an all-day, supervised summer program that includes a half day of sailing and a half day of "camp activities" such as swimming, fishing, arts and crafts, and guest speakers. Longshore Sailing School in Connecticut cooperates with the local indoor tennis club; each offers a half-day activity, with transportation between sites and lunch provided.



Catherine Singer photo

An examination of the local waters will aid program managers in selecting an appropriate venue for junior sailors.

To determine the optimum time of day to offer a class, organizers need to survey the local conditions. An area with light air in the morning makes that time best for beginners,

while afternoon thermals bring more breeze for intermediate and advanced students. It's also a good idea to analyze the traffic patterns of other boats in the sailing area, as well as tidal considerations. Schedulers might also consider conflicts with local sports and summer schools.

Of course, there are many other areas of program management to consider. (See "Program Director Checklist" for more.) Organizers seeking more information can turn to US SAILING, and other groups for published information, seminars, and general advice. Abundant information is available for those who look to start or further refine a sailing program. When considering all this, program organizers should not try to run sailing programs all by themselves. Instead, they should create an active support system, and ensure that the program suits the needs of all involved, especially the kids, with focused classes and workable schedules. Finally, enjoy the rewards of watching the smiling faces as juniors discover sailing.

Junior Sailing Resources

Those interested in organizing junior sailing programs have many resources for more information, not the least of which is the legion of dedicated sailors in other areas of the country who are willing to share information. You can attend the **National Junior Sailing Symposium**, an annual four-day event held in the fall, sponsored by US SAILING, where junior sailing program directors from all over the country gather to share information and learn the newest concepts. **Program Workshops** are one-day meetings offered by US SAILING in designated regions, where experts on junior sailing can meet with program organizers.

Some areas of the country have **Regional Junior Sailing Committees** to coordinate activities and share ideas on a formal or informal basis. The annual **Community Sailing Conference** is helpful for those organizing junior programs open to the public. US SAILING also runs **Instructor Training Courses** to develop teaching techniques and program management ideas.

US SAILING also sells the *Modular Program Planner*, a guide to sailing program management, and the *Community Sailing Program Handbook*, a special guide to establishing and running public access sailing programs. The Interscholastic Sailing Association has developed their own publication, *How to Start Your Own High School Sailing Program*, which is available through US SAILING, P.O. Box 209, Newport, RI 02840; 401/849-5200.

If you are organizing a junior sailing program, you should get on **US SAILING's Junior Sailing Database**. When special events for junior sailors and program managers come to your area, you'll be notified ahead of time. Program managers and junior sailors should send in their name and address (juniors interested in racing should include their age) to: Joni Palmer, Junior Sailing Consultant, 4790 Beachfield Rd., #1, Annapolis, MD 21401, 410/757-0526; FAX 410/626-8423.

Joni Palmer has 20 years of experience running junior programs, and currently works as the junior sailing consultant for US SAILING's Training and Junior Championship committees. Palmer is also an avid Snipe, Thistle, and Lightning sailor.

Creating a Junior Big Boat Sailing Program

.....to Keep Teens Sailing and Active in Your Club

National Sailing Programs Symposium Workshop

Thursday, January 19, 2006 12:00 to 1:00PM

Rich Jepsen, Training Chair and workshop presenter

Jepsen@ocscsailing.com

510-843-4200

One of the biggest problems we face in youth sailing is the lack of success we have keeping teens involved. JBBS is a concept and a program that creates an environment that has the particular attributes attractive to teens, gadgets, power, complication, teamwork and camaraderie and a social environment where they can share this common experience with their friends.

In this workshop, you will learn more about the potential of this approach for your youth program as well as a 'how to' guide to help you build a sustainable, safe and successful program.

US SAILING's Junior Big Boat Program is still under development and working on Industry funding to create a US SAILING turn-key program. That program will provide direction and support for the efforts of clubs and rules/procedures to ensure the program is safe, sustainable and increases in popularity as clubs gain experience with it.

However, JBBS is being operated successfully right now, by several yacht clubs, including Black Rock Yacht Club, Ida Lewis Yacht Club and others. Below is a good handout to help you determine whether JBBS is a fit for your program and good advice about the most important things to consider. To learn everything you need to know, however, you will need to attend the workshop!!!!

- Things you need
 - Boat from 30-45' (Sweet spot is 35-40' combining ease of operation with room for a sizeable crew) loaned, not chartered
 - Owner or owner's agent willing to volunteer as captain (with sailing skills)
 - Certified Sailing Instructor
 - Agreement with owner on damage risk
 - Borrowed boat insurance

- Benefits to a sailing organization
 - Parents have something attractive for kids to do that keeps them in sailing
 - Organization has tool to attract community kids and their parents
 - Kids are a proven crew resource with more time on their hands

Creating a Junior Big Boat Sailing Program

.....to Keep Teens Sailing and Active in Your Club

- **Benefits to boat owners**
 - Able to 'audition' kids through a program and invite those who are the most motivated, dependable or talented to crew outside the program
 - Great opportunity to get some sailing in while having a competent coach and focused crew on board without having to organize the crew
- **Coast Guard Regulations observance**
 - Keep compensation out of the equation
 - Kids can be asked to contribute to a general junior program, but none of the financial benefit can accrue to the owner
- **Insurance**
 - Owner must demonstrate proper comprehensive and liability insurance
 - To protect owner, we advise that you consider borrowed boat insurance
 - While not an air tight protection for the organization, coach or owner, vetted liability acknowledgments and waivers, including declaration of medical issues, medical insurance, parent's signature, assertion of ability to swim, commitment to bring personal safety gear
- **Skills of sailing instructor**
 - Must have experience training kids
 - Must have experience on the general size/design of the boat being used
 - Currently we advise US SAILING Certification
 - Once the program is up and running, US SAILING Basic Keelboat Instructor Certification will be required
- **Skills of boat owner or boat owner representative**
 - Should possess temperament and motivation that allows the instructor room to coach and the kids room to enjoy themselves
 - The owner should have a minimum of demonstrated safety skills; either US SAILING certification at the level associated with the vessel (24-32' Basic Cruising; 33-50' Bareboat Cruising)
- **Condition of vessel**
 - The vessel must be seaworthy, of course. There are a variety of ways to ensure that it is:
 - To ensure proper equipment, USCG Auxiliary Inspection is convenient
 - Allow the certified sailing instructor the ability to hold the vessel at the dock if there is an issue that might affect the crew's, vessel's, coach's or captain's safety
- **Consider type of schedule that works for kids, instructors and owners**
 - Weekday evenings
 - Weekend days
 - Holding owner, students and instructor accountable for showing up

Creating a Junior Big Boat Sailing Program

.....to Keep Teens Sailing and Active in Your Club

- Safety
 - Personal Gear for kids
 - PFD
 - Sunscreen
 - Sailing gloves
 - Proper footwear
 - Agreements from kids on safety procedures
 - Hazards aboard eliminated
 - Agreements on weather limits in advance

- Quality of experience that kids are having
 - Keep racing out of the introductory sessions unless ALL involved team members are focused on it
 - Ensure there is lots of opportunity for teens to interact and team with one another
 - Use more experienced teens to coach less experienced
 - When rotating positions, have kid leaving a position orient the next kid
 - Boat Owner is there to help and to protect the boat, not to be the coach. That must be left to the certified sailing instructor/coach
 - Coach the team, not just individual sailors. Teens are enamored of belonging to a cohesive, competent team.

Things coming from US SAILING to make this program even better:

1. Program 'how-to' guide for organizations and youth sailing programs
2. Coaching manual
3. Hints and tips for boat owners participating in the program
4. Specific curriculum for students to study and for coaches to use as teaching aids
5. Certification levels that allow teens to prove skill and knowledge to prospective owners and skippers
6. Streamlining of borrowed boat insurance availability

For More Information

Don Glasell-Chair of JBBS for US SAILING
Don gla1520@sbcglobal.net

Jim Lubeck-Originator of JBBS at the Black Rock Yacht Club
JBBSsailing@aol.com

Note: JSA of LIS has Black Rock YC's slide presentation available at
www.jsalis.org/B | select "Big boat resources"

Online Navigation Course Description

Learning Navigation Online...On your own time, at your own pace!

Understanding how to get positions, plot courses and pilot boats is an essential skill for any sailor. With this new online course, junior sailors can learn navigation and teachers can teach the course in a way that's never been as easy and engaging. And teachers and students can do it at a time, place and pace that works best for them.

This online course was developed by the JSA to meet the long-standing need of our clubs, instructors and sailors to have a better, easier and more consistent way to teach and learn advanced navigation.

Topics Covered Include:

Navigation Introduction
Basic Chart Information
Aids to Navigation
Navigation Resource and Publications
The Compass
Finding Latitude and Longitude
Determining Distance
Plotting a Course
Deduced Reckoning
Distance, Speed and Time
Determining Position Using a 3 Bearing Fix
Determining Set and Drift
Tide and Current
Intro to Safe Boating
Weather

Benefits of online interactive learning:

The benefits of online learning include going at your own speed, allowing you to re-read difficult and providing self-quizzing and other interactive tools to assure you truly understand the material.

About the author:

Captain Lori Rainaldi's credentials include being a USCG Licensed Master in addition to being a member in the USCG Auxiliary: Flotilla 7-1 Stamford. She holds a National Staff Position and is the Division 7 Secretary in the Auxiliary as well as actively teaches USCG Safe Boating Licensing Course and the USCG Captain's Licensing OUPV (6-pack) Course along with being an instructor for the US Power Squadron.

JSA Program Management Best Practices Knowledge Base

JSA is asking clubs for samples (or URL links) of their junior handbooks, policies, newsletters, slideshows and videos, etc., so all JSA clubs may browse and see the variety of practices and activities outside of their own clubs.

Would your club like to contribute to this project? If so, please email the JSA office at info@jsalis.org with the public URL links to the material on your website. If your website restricts public access, but you'd like to share samples, please email copies of your documents to the JSA office.

The Knowledge Base is located in the *Program management resources* section of the JSA website at www.JSALIS.org

Take a look at what we have in place already and please do share your junior program information as well.

US Sailing Assn. NSPS Archived Presentation Handouts

http://training.ussailing.org/ProgramMgmt/NSPS/NSPS_Archived_Presentation_Handouts.htm

[Disabilities](#)

[Physical training](#)

[Curriculum development](#)

[Maintenance & repair](#)

[Marketing, sponsors, fundraising](#)

[Managing a program](#)

[Racing & the rules](#)

[Safety](#)

[Managing staff](#)

[Opti-specific](#)

[Regattas & events](#)

[Miscellaneous](#)

Disabilities

- [Teaching sailors with intellectual disabilities](#) (Jan 08)
- [Adaptations for sailors with physical disabilities](#) (Jan 08)
- [Accessible keelboat sailing](#) (Feb 2010)

Physical training

- [Physical training techniques for the high level athlete dinghy sailor](#) (Jan 2003)

Marketing, sponsors & fundraising

- [Top ten fundraising tips](#) (Jan 09)
- [Sponsor hints](#) (Jan 08)
- [Marketing the sport of sailing](#) (Jan 02)
- [Effective and proven fundraising strategies](#) (Jan 02)
- [Fundraising](#) (Feb 2010)
- [Annual giving](#) (Feb 2010)
- [Fundraising workshop - Houston Area Fundraising Professionals](#) (Feb 2010)
- [Boat donations](#) (Feb 2010)

Managing a sailing program

- [Setting up and maintaining a 501\(c\)\(3\) tax-exempt organization](#) (Jan 03)
- [Handling boat donations](#) (Jan 09)
- [Discussion regarding employment laws](#) (Jan 03)
- [Environmental issues: what you need to know to stay out of trouble](#) (Jan 02)
- [Integrating environmental stewardship into your keelboat program](#) (Jan 02)
- [Getting parents on the team](#) (Jan 01)
- [Daily operational checklist for your keelboat program](#) (Jan 01)
- [Dawn Riley's Presentations 101](#) (Feb 2010)

Managing staff

- [Getting the most out of your staff](#) (Jan 08)
- [Recruiting and retaining your staff](#) (Jan 08)
- [Making leaders from cowboys and pirates](#) (Jan 08)
- [Zap the Generation Gap](#) (Jan 08)
- [BOO-YA! Instructor boot camp](#) (Jan 05)
- [Recruiting for your junior sailing program, Chip Johns](#) (January 2010)

Opti-specific info

- [Basic Opti rigging tips and techniques](#) (Jan 09)
- [Opti green fleets](#) (Jan 09)
- [Troubleshooting Opti rigging problems](#) (Jan 09)
- [Teaching beginner Opti sailors](#) (Jan 09)
- [Towing Optis safely](#) (Jan 09)

Curriculum

- [Blue Water Bound](#) (Jan 09)
- [Skills to transition to a 29er](#) (Jan 09)
- [Developing a sailing curriculum for your program](#) (Jan 08)
- [High School sailing teams](#) (Jan 08)
- [Teachable moments from The Waterfront Center](#) (Jan 08)
- [Sailing Science: Teaching the "hows" and "whys" of sailing to kids](#) (Jan 06)
- [Sailing into science](#) (Jan 04)

- [Adding stand-up paddling to your sailing program](#) (Feb 2010)
- [Games and activities](#) (Feb 2010)

Racing and the racing rules

- [Changes for the 09-12 rules and tips for teaching](#) (Jan 09)
- [College recruiting](#) (Jan 09)
- [How's and why's of college sailing](#) (Feb 2010)

Regattas and events

- [Regatta safety](#) (Jan 08)
- [Running a clean regatta](#) (Jan 09)
- [Sailing ethics](#) (Jan 06)

Boat maintenance & repair

- [Gelcoat maintenance and repair](#) (Jan 08)
- [Outboard preventative maintenance](#) (Feb 2010)

Safety

- [Junior Olympic safety boat protocol form](#) (Feb 2010)
- [Safety officer daily checklist](#) (Feb 2010)
- [Sample safety plan](#) (Feb 2010)
- [Towing Optis safely](#) (Jan 09)
- [Regatta safety](#) (Jan 08)

Miscellaneous

- [Golden Anchor program](#) (Feb 2010)
- [Partnering](#) (Feb 2010)
- [Helping children today and beyond](#) (Feb 2010)
- [What's up in boating - government affairs](#) (Feb 2010)
- [The Rozalia Project](#) (Feb 2010)
- [The Developmental Assets of Youth](#) (Feb 2010)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

PROGRAM SAFETY: PREVENTION AND DOCUMENTATION

JSA Program Management
Workshop

Mary von Conta & Tim Clark

SITE SAFETY MANAGEMENT & EMERGENCY PLANS

ACTION PLAN

- Conduct site inspections
- Conduct sailboat equipment inspections
- Conduct motorboat safety equipment inspections: radio, safety bag (tools and first aid equipment), anchor, tow line, PFD's, Prop guard????? etc.
- Establish equipment storage arrangements: "A place for everything and everything in its place."

SITE SAFETY MANAGEMENT & EMERGENCY PLANS

DOCUMENTS

- List of hazards found on the site and steps taken to remedy these problems
- Checklists for boat equipment, both sailboats and motorboats, signed off by the inspectors.
- Form that is used to notify parents and/or the maintenance person at the program of problems with equipment.
- Equipment storage plan

SAFETY BOAT TRAINING AND GUIDELINES

COURSES

- US SAILING Safe Power Boat Handling course:
 - teaches and tests on-the-water skills as well as basic “book” knowledge. (Optional but excellent)
- NASBLA-approved safe boating certificates:
 - tests basic “book” knowledge (Required in Connecticut and should be required in NYS)
- US SAILING Level I certification:
 - tests but does not teach on-the-water boat handling skills (Level I is required)

SAFETY BOAT TRAINING AND GUIDELINES

PROGRAM INITIATIVES

- Establish safety boat handling and equipment checkouts conducted by the Head Instructor or a competent motorboat handler employee of the program such as the waterfront manager.
- Develop strict RULES related to the instructors' operation of motorboats. Include reference to these rules in the instructors' contracts and make failure to follow them potential grounds for discipline or dismissal.
- Have a policy that only INSTRUCTORS operate the safety boats during classes and during regattas. (Well-meaning volunteers can be very dangerous. Instructors are trained.)

SAFETY BOAT TRAINING AND GUIDELINES:

DOCUMENTS

- File copies of the instructors up-to-date certifications and contracts in their employment folders
- Create a list of Motorboat-related RULES: (examples follow)
 1. Instructors **MUST** observe safe motorboat handling practices at **ALL** times.
 2. There must be at least two safety boats on the water at any time there are sailboats on the water.
 3. Radios must be aboard and working. Safety bags must be aboard and properly equipped
 4. Instructors **MUST** be wearing PFD's at all times.
 5. Motorboats should be refueled, if necessary, at the end of each day.
 6. The head instructor in concert with the designated "club" safety officer is ultimately responsible for weather-related decisions.
- Checklists for safety boat equipment and operation. (signed off by inspectors.)

PROGRAM STRUCTURE

ESTABLISHING & MONITORING PROCEDURES

- Instructors should establish, follow, and supervise routines for classes and for regattas. (Briefings, rigging routines, on-the-water procedures, derigging routines, debriefings, etc.)

SAFETY DRILLS

- Instructors should conduct safety-related drills: swim checks, capsize drills, and squall drills

SAILOR/INSTRUCTOR RATIO

- Instructors and program heads should be sure that instructor/safety boat to sailors ratios are safe. (6 beginning sailors to 1 instructor/safety boat; 8 to ten more experienced sailors to 1 instructor/safety boat: 4 to 8 Pixels, or Lasers, or 420's to 1 instructor/safety boat....depending on the environment and the knowledge level of the sailors and the instructor.)

LESSON PLANS

- Lesson plans **MUST** be kept and filed. They should include a system for taking **ATTENDANCE** and for doing some performance, etc. **EVALUATION**. Lesson plans should be created the day before the lesson and materials needed to conduct the lesson should be assembled ahead of time.

PROGRAM STRUCTURE

DOCUMENTS

- Lesson plan forms (one with attendance and evaluation built in)
- US SAILING course books: Small Boat Sailing Level I Instructor Manual; Teaching and Coaching Fundamentals for Sailing; Learn Sailing Right: Beginning Sailing.
- Instructors' folders...evaluations of instructors
- Sailors' folders....evaluations, waivers, medical forms, parent contact forms, attendance records, etc.
- Lesson plan notebooks
- Incident report notebooks: (forms attached for minor incidents and major accidents.) It would be a good idea to create an incident form for behavioral matters as well.

PROGRAM RULES

- Establish a short simple code of conduct based on showing respect and observing basic safety regulations such as wearing PFD's. Have parents and sailors sign off on this and keep it on file. Include a description of the discipline procedures for sailors.
- Establish policy regarding “mind-altering” substances. Firing offense for instructors, dismissal from program offense for sailors, taboo for adult volunteers while they are involved with any program and/or regatta activities.

TRANSPORTATION OF SAILORS AND BOATS

- Establish that this is the PARENT'S RESPONSIBILITY!!!
- Establish that INSTRUCTORS are never permitted to take this responsibility.
- Offer, if you wish, demonstrations of car-topping and trailering strategies. (Be sure the person demonstrating is knowledgeable.)

TRANSPORTATION OF SAILORS AND BOATS

ACTION STEPS

- Establish that this is the PARENT'S RESPONSIBILITY!!!
- Establish that INSTRUCTORS are never permitted to take this responsibility.
- Offer, if you wish, demonstrations of car-topping and trailering strategies. (Be sure the person demonstrating is knowledgeable.)

DOCUMENTS

- Establish and maintain your program policies and distribute copies of them at parent orientations, etc.

PROGRAM RULES

DOCUMENTS

- JSA Code of Ethics (JSA Yearbook)
- Sample code of conduct
- Sample outline of discipline procedures

PROGRAM SAFETY: PREVENTION AND DOCUMENTATION

OTHER RESOURCE MATERIALS

- Gowrie, Barden & Brett, “Junior Sailing Safety Manual” on C.D. (This is an excellent overview of basic safety and contains a collection of sample “forms”.)
- JSA website: www.jsalis.org, check under “forms”
- JSA yearbook:
- US SAILING Small Boat Sailing Level I Instructor Manual and other Level I material.
- US SAILING website: www.ussailing.org, shop for other resource materials
- Special kudos to Joni Palmer, former US SAILING Program Management Expert, to Sarah Davidson and Donna Santamaria of Gowrie, Barden & Brett who produced the Manual referred to above, and to the many hard-working volunteers on JSA Boards who have worked very hard to develop rules, procedures and forms that keep sailors and instructors safe.

THE BURGEE PROGRAM

By **Gowrie**Group



JUNIOR SAILING SAFETY PROGRAM

by Gowrie Group and Donna Santamaria, Safety & Loss Control Manager

“CONTENT EXCERPT”



Review the excerpt at this link, then contact Sarah Davidson at Gowrie to request the complete document.
http://gowrie.com/pdfs/Burgee_Program-JR_Sailing_Safety_Manual-Excerpt_2010.pdf

Burgee Program by Gowrie Group, Junior Sailing Safety Manual
Gowrie Group, 70 Essex Road, Westbrook CT, 06498 | 800.262.8911 | www.gowrie.com
© 2006 National Safety Council and Gowrie Group

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Guidelines for Risk Management:

Recommendations for Instructors and Program Chairs

All instructors should be US Sailing Level 1 certified. (16 and 17 year old sailors should take a Level 1 Course. However, they will not be insured under US Sailing nor certified by US Sailing until they turn 18.)

All Connecticut instructors should have a CT Safe Boating License. (The Level 1 course satisfies the requirements for a motor boating course. However, the instructor must send a copy of his/her US Sailing Level 1 certificate along with the other requisite paper work to the CT DEP.)

All instructors should have up-to-date CPR and First Aid certification.

Program chairs should keep copies on file of all the instructors' licenses and certifications.

Instructors should understand that they are important role models. They should show up each day, on time, appropriately dressed, and physically and mentally ready for work.

Head instructors, supported by program chairs, should make sure that the above standards are consistently maintained.

Instructors should never use alcohol, tobacco, or controlled substances nor make any reference to the use of alcohol, tobacco, or controlled substances while they have any responsibility for their junior sailor charges.

Program chairs should make it clear to instructors that failure to observe the regulations about the use of prohibited substances will result in immediate termination.

Instructors should wear properly-fastened PFD's at all times when they are on the water.

Instructors should operate motor boats at reasonable speeds and using appropriate caution.

Program chairs should make it clear to instructors that failure to observe the regulations about PFD's and proper motor boat behavior will result in immediate disciplinary action up to and including termination.

Instructors should keep daily written attendance records. These records should be kept on file.

Instructors should keep written lesson plans. These plans need not be detailed or lengthy, but should list the skill(s) the instructor plans to teach, the drill(s) or strategies the instructor plans to use to teach the skill(s), and the materials the instructor will need to teach the skill(s). The instructor should also keep notes on the progress of individual sailors.

Instructors should keep written records of any accidents, injuries, or other incidents of note.

Program chairs/head instructors should check the instructors' attendance lists, lesson plans, and incident reports at frequent intervals.

Instructors who attend JSA regattas with their junior sailor charges should arrive at the regatta in a timely fashion and be available to assist their juniors on land as well as on the water.

Instructors who attend JSA regattas with junior sailor charges should not leave at the end of each day of the regatta until they are positive that each junior sailor is accounted for and under the direct supervision of a responsible party.

Instructors should expect to assist the regatta and race committees at JSA regattas. One of their primary responsibilities will be to run SAFETY BOATS on the race course. Instructors must understand that safety needs take precedence over coaching needs at all times.

Program chairs should make certain that there are an adequate number of safety boats available for their programs and for regattas and that each safety boat is equipped with all the necessary safety gear including a working VHF RADIO.

Instructors should not drive their junior sailors or trailer their junior sailors' boats anywhere. That is the sole responsibility of each junior sailor's parent or guardian.

Program chairs should make certain that parents/guardians understand that it is their responsibility, and not the responsibility of instructors, to make arrangements for driving junior sailors and/or for trailering boats anywhere.*

**February, 1998
JSA of LIS (MvC)**

DAILY SAFETY CHECKLIST FOR YOUR PROGRAM
1997 National Junior Sailing Symposium
Joni Palmer

PLAN, ORGANIZE and PREPARE

- 1) General vs Specific supervision
- 2) Inherent risks: walk through, notification
- 3) Insurance and certified instructors
- 4) Instructor orientation
- 5) Define student: instructor ratio
- 6) Plan and practice emergency procedures
- 7) Communications: phone?
- 8) Medical forms
- 9) Swim/PFD check for students
- 10) Lesson plans developed ahead of time and on clipboard
- 11) Attendance sheets
- 12) Safetyboats: proper for the job, required and safety equipment, first aid kit, knife, bolt cutter
- 13) 1st aid/ Accident/ incident reports
- 14) Weather
- 15) On the Water:
 - Team teach
 - Safety boat must be on the water before students leave dock
 - Check rigging of boats before they leave
 - Take control of the group
 - Have a "briefing" before you leave dock/ define drills
 - Constantly count your students
 - Anticipate actions of the wind
 - Anticipate actions of your students
 - Use whistle and hand signals
 - Do not anchor unless you can quickly toss off the line
 - Define areas that the students should sail
 - Define tasks the students should do
 - Put yourself between danger and your students
 - Proper use of safety position
 - Keep active... hustle- Look around all the time
 - Always check a capsized boat
 - Have a back-up plan
 - Use radios on the water for communication (turn them on!)
 - Always plan one step ahead
 - Spread instructor boats out
 - Do not be negligent

CLUB PLAN PLUS MARINE COVERAGE EXTENSIONS

Liability for sail instruction.

Jones Act for sail instructors and crew.

Primary hull and protection and indemnity liability for non-owned boats less than 85'.

Liability for races and regattas.

Automatic hull and liability for newly acquired boats.

Hull at agreed value.

No navigational restrictions.

No lay-up period.

Pollution liability for owned boats for sudden and accidental spills

\$10,000 medical payments.

Club members, employees and volunteers as additional insureds.

Liability for injuries on docks and piers.

**WORKERS' COMPENSATION
POLICY # _____**

This is to confirm that insurance for our employees as crew is covered as required by the Protection & Indemnity section of our Marine policy. Our agent has sent you an original Certificate of Insurance, a copy of which is attached for your reference.

Inasmuch as the necessary insurance is in effect, and your policy specifically excludes this coverage, please do not include the crew payroll in calculating premium for the captioned policy.

Copies of our payroll records, Certificate of Insurance and Workers' Compensation Exclusion for Jones Act are attached for your reference. Thank you for your assistance in resolving this matter.

Very truly yours,

"Safe and Sound" Junior Programs

by Joni Palmer

A junior sailing program that's short on safety procedures is an accident waiting to happen. Junior sailing expert Joni Palmer describes how to make your sailing organization as safe as possible.

Safety can be defined as the control of recognized hazards to obtain an acceptable level of risk. If we can all agree that safety is the primary concern of any junior sailing program, and that the organizers and instructors are responsible for all the students under their supervision, that's a good place to start. However, there are always a few questions that may not have an obvious answer: How many instructors should teach each class? Should a class proceed if one of the powerboats is inoperable? Does the program have adequate insurance coverage? Do all students and instructors wear personal flotation devices (PFD's)? Have emergency procedures been established and practiced? These and many other questions should be addressed to ensure that your sailing program has the lowest possible level of risk.

Proper Registration Materials

It's important to collect the proper registration materials for each student participating in a junior sailing program. Obviously, this should include a contact address and phone number (work and home) of both parents, to be used in case of an emergency. Many organizations also have parents fill out a waiver, release, and indemnity agreement that has been reviewed by the club's legal counsel.

Current and complete medical forms for each student are crucial. Information should include medical concerns, allergies, medical insurance numbers, doctor information, learning and psychological concerns, date of last tetanus shot, blood type, etc. The parents' signatures should be on the form to authorize emergency treatment. Prior to instituting this form, it would be prudent to confirm that the form is acceptable to the local hospital's emergency room. The hospital might even have a medical release form already designed that can be adapted and utilized in the program. The medical forms for each child must be available at the sailing site, and must be reviewed by all instructors.

When the juniors travel to another club's event or regatta, the related medical forms should accompany them. The instructors should always carry a confidential written summary of all the medical/learning concerns of their students, which can

be consulted at any moment. If a young sailor is stung by a bee in the middle of the bay and starts to panic, an instructor needs to know immediately if the sailor is having an allergic reaction, or is just scared and in pain.

Pre-Season Procedures

The above bee sting example also illustrates the need for the development of emergency procedures, which should be practiced during a pre-season instructor orientation. The first thing to do is determine the proper emergency telephone number (usually, but not always, 911), write it by each phone, and give it to each instructor. Find out who the "first respondent" to an emergency call will be. (Is it the paramedics, harbor police, fire department, Coast Guard, or another organization?) Contact the first respondent, inform them of the activities of the program, and have a representative meet with the instructors if possible. Written emergency procedures can then be distributed and practiced. >>

Some other safety tips:

- ✓ Require that no Opti skipper may sail alone, even for practice. To sail, a skipper must have a buddy or a supervising adult.
- ✓ Require a swimming test for every new student—at least 50', without a PFD.
- ✓ Teach students the racing rules, so they'll be able to avoid collisions.
- ✓ Teach students the five basic sailing knots (bowline, clove hitch, figure eight, overhand, and square knot), and how to use them to jury rig or repair their boat while on the water.
- ✓ If there's an Opti skipper riding with the coach, the coach should have the skipper prepared (PFD, foul weather gear, if needed, etc.) to sail an Opti, if another skipper is injured, ill, or needs a break.

Talking Up Safety

Don't overlook one of the simplest things you can do to reduce risks in your sailing program: Talk to your organization's insurer. They often have safety suggestions, and may even send an inspector to walk through your grounds and make suggestions to reduce risks. A trained eye can often detect potential trouble areas, and tell you how to eliminate them *before* trouble develops. ❖

<<

Prior to the season, the boats and physical site should be analyzed with safety in mind. A walk through of the entire area should be made before the start of the program, to identify and eliminate potential hazards. Classes should never be held at a site with overhead power lines. Other hazards are less obvious. Rotten or missing dock boards should be replaced. Slippery ramps should be fitted with non-skid. All club-owned sailboats should be inspected and repaired before the start of the program, and a maintenance log kept during the sailing season.

Power boats used for the program should carry all equipment required by federal and state regulations. Each instructor should be certified by US SAILING, which requires CPR and first-aid training. Properly stocked first-aid kits should be on each safety boat and at the program's headquarters, and should be checked and replenished on a regular basis. Each safety boat should have a VHF or hand-held radio on board, and there should be a base station on shore to monitor the activity. This also helps instructors on the water communicate for better teaching and control of the class. In the event of an emergency, a call on the radio to start the emergency procedure could save time and possibly a life.

Student-to-Instructor Ratios

The most fundamental factor in organizing a safe junior sailing program is the student-to-instructor ratio, which affects safety as well as the quality of instruction. Each class should have a defined ratio that is adhered to, based on a number of different elements. The ages and sailing abilities of the junior sailors are the first two factors to consider. A sailing class with eight-year-old beginners should have more instructors than a similar-sized class of teenagers with more advanced skills. A good rule of thumb is for a young beginners' class to have approximately a 6:1 ratio, while an older, more advanced group could have a ratio hovering around 10:1.

Sometimes a 6:1 ratio isn't really a safe ratio, for two different reasons. First, an instructor who is not certified by US SAILING, or young helpers from within the program, should not be considered in the ratio. Second, the number of instructors in each safety boat affects the actual safe ratio. Clearly, two instructors in the same boat don't provide the same margin of safety as two instructors in separate boats. With separate boats, you have more safety and instructional options if there is a gear failure, an injury, or if one power boat breaks down. If a class of twelve skippers has two instructors in one boat, that's really only a 12:1 ratio and could be considered unsafe.

The sailing area is another variable. A program run in protected waters with predominantly light breezes could require fewer instructors than the same program run in open, cold waters with strong winds.

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The Sharpest Knife in the Drawer

by coach Angela Garcia

The safety issue which comes to my mind is what I call the stupidity factor or (to be more politically correct) the “lapse in judgment” factor). Sailing itself is a very safe sport. Most sailing camp injuries seem to occur when the kids are in at the club.

I tell the kids to always ask themselves, “Am I doing something that will make people think I may not be the sharpest knife in the drawer?” If so, they can pretty much count on my being upset with them. Other than that, I’m easy going. That’s my blanket safety rule and it’s working pretty well.

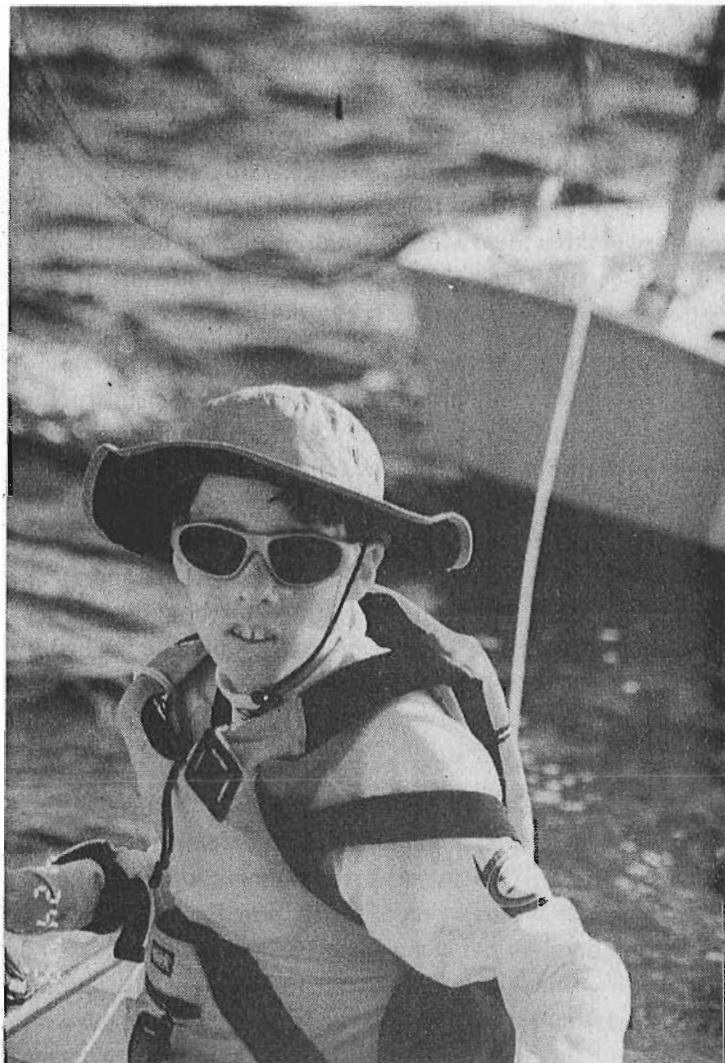
We push all of these safety measures on the kids because it would hurt us beyond belief to see anything happen to them. If anything really serious happened to one of my sailors—whether through my negligence or not—I don’t think that I could continue coaching, and I believe that’s true of many of the coaches around the country. When the sailors understand it from my perspective, they’re usually pretty willing to work with me on safety.

Angela sailed Optis for many years in Florida, competing on international teams and pretty well mastering the boat. She’s now the coach of the lucky (to have her) Chesapeake Bay Optimist Team, and soon to be a first year law student. ❖

<< Other Safety Suggestions

The daily conduct of junior sailing classes can make or break the safety of the program. Here are some additional suggestions for instructors.

- ☞ Ask parents to notify the program if their child won’t be attending for any reason. Instructors should take attendance daily and contact parents of absent children. Instructors should continually count the number of students during class and scan the horizon before coming in, to make sure a skipper isn’t in trouble.
- ☞ All students and instructors should wear zipped and secured PFDs on the water and on the dock.
- ☞ Students should never leave the dock in their boats, unless there is a safety boat operated by an instructor already on the water.
- ☞ Instructors should tell students where they will be sailing and what they will be doing when they get there. Allowing kids to sail randomly over a large area is an uncontrolled and unsafe situation.
- ☞ If a potentially dangerous situation arises, the safety boat should position itself between the junior sailor’s



Chris Wilson has a pretty good start on protecting himself from the sun—wide brimmed hat, sunglasses, and gobs of sunscreen (more visible on the original, color photo). He’s from Corpus Christi, Texas, so he really respects the sun. See pages 46-47 for more information about the dangers of the sun. —Joe Wyatt photo.

boat and the danger (this could be a reef, approaching marine traffic, a lee shore...)

- ☞ Check the day’s weather and tidal information before class. Establish communication methods between students and instructors, such as whistle and hand signals. A “head to shore” flag should be established and kept in safety boats.

Reprinted with permission of Sailing World magazine and Joni Palmer. Joni was USODA’s Executive Director for six years. She is a junior sailing consultant with over twenty years experience in managing junior programs, and a US SAILING Instructor Trainer. ❖

What You Should Know About Junior Sailing, Safety and Insurance

by Carter Gowrie

Hosting a national level regatta like the Optimist Nationals is a huge task, involving hundreds of young sailors and countless volunteers. Activities reach from sail and power boats to cars and travel, parties and other land events—all of which present some very unique insurance issues.

Whether you work on behalf of your yacht club to organize such an event, or you simply enjoy the fun and sportsmanship of participation, here are some important reminders to keep you, your crew, your family, and your club well protected.

Advice for Parents

1. Your homeowner's insurance will generally cover your Opti for damage up to \$1,500 or \$2,000, from fire, theft, and damage while trailering. However, it may not cover the boat while on the water. Homeowner's policies vary on this point.

2. Your personal auto policy will give you liability coverage while you are towing a trailer, but it will not usually pay for damage to the trailer itself. Nor will it pay for damage to an Opti owned by someone else. Remember, too, that if you loan your auto, you loan your insurance.

3. If you are volunteering to help a yacht club run an event, the club's liability insurance policy might extend to you if the club has Volunteer Coverage. This way, if someone is injured at the event and brings a lawsuit against the club, naming you in the lawsuit as well, the yacht club policy would defend you.

4. If another junior sailor uses your Opti and becomes injured, chances are your homeowner's policy will protect you in the event you are sued. It will also protect you if your child injures another junior sailor either on or off the water.

5. If you are helping to run a junior sailing program for a yacht club, look into whether the yacht club's insurance program addresses all of the ramifications of junior sailors in boats. For example, some policies will exclude any injuries unless all participants wear lifejackets at all times.

Advice for Sailing Organizations

1. If the sailing organization hires sailing instructors, the club needs to have more than just workers' compensation insurance. Coverage under the federal act known as the Jones Act should be included, to protect yacht clubs from lawsuits brought by injured employees who work on the water.

2. If the yacht club sends junior sailors to an "away" event, and they sail other peoples' boats, the yacht club needs to have

its marine liability policy extend to the use of borrowed or chartered boats. This is often overlooked.

3. If your yacht club has volunteers or employees that use their own cars to ferry young sailors to events, an auto accident can result in a lawsuit against the yacht club as well as the driver of the car. The club needs Non-owned Auto Liability Coverage to protect against this activity.

4. If you buy US SAILING's Regatta Liability Insurance, it protects the race organizers from a lawsuit brought against them by a sailor injured in the race. The insurance does not generally apply to any injuries which occur during practice, on board race committee or support boats, or for injuries on land.

5. If you organize your own clinic or hire an instructor for a junior sailing program, it can be difficult to obtain the proper insurance coverage for all things which might happen. Your best bet is to hook up with a yacht club that has a good insurance program and is willing to add your new entity as an additional insured on their policies. This should be easy for a yacht club to do, and the cost can be allocated to the new entity.

6. If you serve on the board of a yacht club or yacht racing association, make sure the group has Directors and Officers Liability Insurance to protect you from lawsuits brought against them for "wrongful acts." If the board refuses to purchase this coverage, check with your own insurance broker. Protection for this is available through some personal umbrella policies, as long as the entity you work for is not-for-profit.

7. Many yacht clubs now allow nonmembers to take part in their junior sailing programs. This should not present an insurance problem, since all operations of the yacht club should be included in the coverage, regardless of who attends.

When you buy an insurance policy, you are actually entering into a contract with an insurance company. The contract very specifically spells out when the insurance company must pay. It also spells out what your duties are. Policy language varies greatly from one insurance policy to another, especially in the field of marine insurance. Deal with an expert, and read the policy language. If you don't understand the terminology—ask. Your agent should be available and willing to answer all your questions.

The success of any junior sailing program relies greatly on the number of qualified volunteers willing to donate their time. The points listed above are simplified for the sake of this article. Consult your own insurance professional for details.

Carter Gowrie is treasurer of Gowrie, Baxden & Brett Insurance and Financial Services, and president of Club Plan Plus, a program designed for yacht clubs across the country and the only yacht club insurance program endorsed by US SAILING. Carter may be reached at 1-800-BOAT-911. ❖

EMERGENCY PROCEDURES AND POLICIES FOR A SMALL BOAT PROGRAM

Presented by:

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Key areas of concern

- ✓ Accountability
- ✓ Policies
- ✓ Daily safety practices
- ✓ Emergency procedures
- ✓ Equipment
- ✓ Professionalism

Questions to discuss and define in your program

- 1) What is the student/instructor ratio for each class?
- 2) What is the student/motorboat ratio for each class?
- 3) What telephone number do you call if there is an emergency?
- 4) Where is the nearest phone from each point that an instructor may be teaching?
- 5) Have you set up and practiced emergency procedures?
- 6) Who is your first respondent to an emergency? Have you asked them to come talk to your instructors prior to the start of classes?
- 7) Who is second in command if an emergency happens?

- 8) Where are your first aid boxes? Are they waterproof? Have they been replenished lately?
- 9) Where are the medical forms for the students?
- 10) At what point are parents called when first aid is administered?
- 11) Will the local hospital emergency rooms accept your medical release form?
- 12) Do Medical forms go to away regattas with the instructor?
- 13) Do the instructors know of specific medical considerations of the students they actually work with so if there is a problem they can deal with it in a timely manner?
- 14) Does the parent of the day know his/her specific duties and where to be? Does he/she know where the medical forms are?
- 15) Do you ever transport an injured junior to the hospital in a private vehicle?
- 16) Do you know the surrounding program's instructors and emergency procedures? Do you know what radio channel they are on?
- 17) Are all your instructors US SAILING Certified?
- 18) Do all your instructors have current First Aid/ CPR?
- 19) Do your instructors wear lifejackets on docks and on the water and are they zipped?
- 20) Do your students wear lifejackets on docks and the water and are they zipped up?
- 21) If you asked an instructor at any time of the day, would they be able to tell you how many kids they are responsible for at that particular moment?
- 22) If an instructor had to leave the water for a discipline problem, what happens to the class?

- 23) Are all your club owned motorboats safe and maintained properly?
- 24) Is the program gasoline stored in a safe spot, locked up and properly labeled?
- 25) Have the instructors practiced using the motorboats?
- 26) What safety equipment does your motorboat have? What first-aid equipment?
- 27) Do you keep accurate first-aid log and accident reports?
- 28) Do the instructors start motorboats prior to class time?
- 29) If you have a motorboat that does not run properly, do you run the class?
- 30) Are sailing assistants allowed to drive motorboats? What about volunteers?
- 31) Do you have a weather radio available? Radar? Computer?
- 32) Who makes the decision to sail/ not sail in bad weather?
- 33) Do your students know what to do if a storm arrives? Do they practice for this?
- 34) Do you have radio or phone contact between instructors on the water?
- 35) Do you have radio or phone contact from shore to water?
- 36) When the kids leave the dock, where is the instructor?
- 37) Do the students know where they are supposed to sail and what they will be doing?
- 38) Have the committee and the instructors walked through entire area looking for hazards? Have the hazards been noted and fixed?
- 39) Do students operate the hoist? Is it safe?
- 40) How big are the splinters in your dock?
- 41) Do your students wear shoes? Do your instructors?
- 42) Where are power tools and who has access to them?

- 43) Where are chemicals and can the students get to them?
- 44) Do you have overhead electrical wires on the property?
- 45) Is there a working drinking fountain available near the sailing area?
- 46) Club boat owners. Do you have a maintenance log?
- 47) Swim tests... do you give them every year to everyone?
- 48) Do you take attendance each day? What do you do if a youth sailor is absent?
- 49) Do RC Boat and Rescue personnel drink alcohol while running a events?
- 50) Are instructors allowed to transport students off-site?
- 51) Are the instructors organized and safety conscious? Lesson plans?
- 52) Have you ever taught CPR and First aid to the students?
- 53) Where is your nearest fire extinguisher?
- 54) Have you reviewed your program's insurance policy?
- 55) Are privately owned sailboats safe? How do you know?

Bottom Line?

- ✓ If your beloved child (spouse, brother, sister, etc) was enrolled in this program, do you have any concern at all they would come home happy and safe each and every day?
- ✓ If you are in charge of the program, can you sleep well at night knowing on a daily basis the program is operating extremely safe?
- ✓ Could you stand up in front of Judge Wapner in a court of law and defend, document, and prove you run a safe program?

Dressing Warm Proper Gear Makes A Difference

Sailors should dress for success. We're not talking about Tommy Hilfiger clothes or buying all your stuff from a Lands End catalog. Sailors need to be very practical. Dressing for success this time of year means staying warm on cold days.

Staying warm makes sailing a lot more enjoyable. It's also faster. Let's face it—a roll tack while you're shivering uncontrollably isn't going to do you much good. More importantly, staying warm is safe. If you get really cold, you can wind up in the hospital with hypothermia—or worse. Not fun.

Here are some sailors' tips we picked up at some recent cold weather regattas.



- ✓ Wear surgical gloves or small size yellow rubber dishwashing gloves under full fingered sailing gloves. Dry fingers are warm fingers.
- ✓ Wear a stocking cap, or even a ski mask covering your face. One skipper with a red ski mask looked like Spiderman, but his head and face were warm.
- ✓ Wear baggies over your socks inside your boots or, better yet, find some of the very soft rubber booties that are designed to make a tight seal with a drysuit ankle seal.

There are lots of different types of foul weather gear. What you need depends on the weather but it also depends on you. Some skippers will want a drysuit in conditions where other skippers are wearing a light jacket. Here are some of the foul weather gear options you have, with approximate prices for good new gear. Least protection is given first and most protection last.

☞ **Spray suit** (or splash suit). \$100. A thin nylon one-piece zip up suit. It's designed to cut the wind and keep some of the spray or rain off you. Adequate for drizzly, cool days, especially with some warmer clothes under it, but not recommended under 60°.

☞ **Wet suit**. \$125. This is made of neoprene and comes in one piece and two piece configurations. It helps keep body heat in but doesn't break a chilly wind. With a spray suit over it, this combination is better than a spray suit alone.

☞ **Semi-dry suit**. \$200. This has a waterproof fabric and velcro seals around the neck and ankles which keep out most of the water. If you capsize, however, water will get in and you'll be pretty wet. Still, with warm clothes underneath, this combination beats any of the above.

☞ **Dry suit**. \$350-550. Expensive but worth it. Tight rubber seals at the wrists, ankles, and neck make this gear completely waterproof, even if you go swimming in it. With thermal underwear or sweats underneath, this is the *only* way you'll be able to safely sail when the temperature drops and the wind picks up. A drysuit is often the only gear that will allow you to keep going on a chilly, wet day, especially if you capsize. It's the ultimate safety gear if you sail in cold water, cold air, wet weather, or any combination of these.

Remember, stay cool. Dress warm. Happy frostbiting! ❖

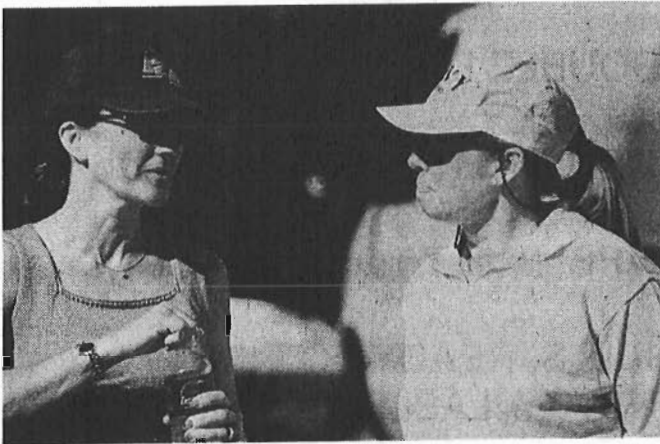
The Sailor's Big "C"

Avoiding Skin Cancer

by A. H. Hooker

reprinted from the LYRA Yearbook and SNAX

Worshipping a suntan has given way to more understanding about the dangers of the sun: premature aging and a greater risk of skin cancer. This damage can't be repaired—it's irreversible. It's based on the effects of all the added-up sun exposure you get during your lifetime, and also on different complexions. Too much exposure to UV rays (the harmful rays from the sun) leads to the typical, dry, wrinkled, leathery skin also known as "sailor's skin."



You can usually count on Opti-parents (like Lois Conrad, left, and Sue Shaughnessy) to have sunglasses and a bottle of SPF 40 sunblock. See article, this page and opposite, for more tips on protecting your skin and eyes from the sun. —Bob Swayze photo.

Unlike sunlight, which can be seen and felt as warmth, UV radiation can't be seen or felt until it's already burned you. The cancer-causing rays are not blocked by the cloud layer. They pass easily through clouds and can be masked by cool breezes. The most dangerous time of day (10 to 2) gives you about two-thirds of your daily radiation. Fortunately, water is a poor reflector of UV rays, but the reflection off white sails and deck can create a solar oven on your boat. Repeated exposure to UV rays is the main cause of skin cancer. No one is immune.

Fair-haired and fair-skinned people have less melanin (pigment) in their skin to protect it from damaging UV radiation. These sailors must take extra measures to protect themselves, including covering up and sunscreens. Wide-brimmed hats, long-sleeved shirts, pants, and bandanas around the neck all offer physical protection.

Sunscreens are measured by their SPF, or sun protection factor. This gives some idea of how much longer it will take to

burn with or without the sunscreen (but an SPF of 30 definitely doesn't mean it will take you 30 times longer to burn!)

Active ingredients in sunscreens are 1) the chemical PABA, 2) non-PABA chemicals, or 3) opaque sunblockers, like zinc oxide. PABA is effective against only one type of UV radiation. Non-PABA chemicals block the other type of UV radiation. A combination of the two offers better protection.

Physical sunblockers, such as zinc oxide, are usually opaque, blocking all sunlight and UV radiation. These are useful in protecting small, sensitive areas like the cheeks, nose, lips, ears, and bald spots.

All such products should be applied to clean, dry skin one hour before exposure. A second application, about fifteen minutes later, really helps maximize protection. Repeat applications after swimming or exercising.

Remember that prevention is the best cure. Protect yourself from sun damage because the irreversible long term injury is based on cumulative exposure—it just keeps adding up and adding up. ❖

Keeping the Sun Out of Your Eyes

An Interview With Dr. Frank Mendelblatt

The earth's protective ozone layer is evaporating before our eyes—literally. Solar radiation which the ozone layer used to block is now shining brightly into your eyes. This radiation brings with it the risk of damage to your vision.

Optinews interviewed Dr. Frank Mendelblatt of St. Petersburg, a board certified ophthalmologist. Dr. Mendelblatt is also a former president of USODA, so he knows all about sailing and the Optimist. Here's what Dr. Mendelblatt had to say about protecting your eyes.

Optinews: What are some of the things that can hurt a sailor's eyes?

Dr. Mendelblatt: There are lots of dangers to a sailor's eyes. A boom, the clew of a sail, or even a soda can thrown to you during lunch can injure your eyes. Sand can blow into your eyes from a gust of wind. Your eyes can also be damaged by the ultraviolet rays in sunlight. Sunlight can be very dangerous to your eyes, especially with the depletion of the earth's ozone layer.

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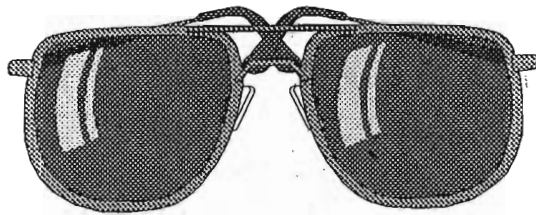
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Optinews: How can sunlight harm our eyes?

Dr. Mendelblatt: Sunlight damage is cumulative. That means it builds up during your whole lifetime. The more time you spend in the sun, especially in the brightest hours between 10 and 2, the more damage you accumulate.

Sunlight can cause growths (called pterygium) to form on the surface of your eye. These growths block your vision. Sunlight can also cause cancers on the eyelids or on the eye itself. Some doctors also believe that sunlight can cause cataracts. And the most dangerous thing for your eyesight is to look directly at the sun. Whether you're looking at the noon sun, at a sunset, or at an eclipse, never look directly at the sun. This will permanently damage eyes. Eclipses of the sun are very interesting to watch, but not by looking directly at them.

Optinews: What can a sailor do to protect his eyes?



Dr. Mendelblatt: Common sense should help protect against booms, clews, and soda cans. Sunscreen with a high SPF can protect the skin under your eyes from being burned. Good sunglasses are the best protection. They'll keep sand, dust, saltwater spray, and sunlight out of your eyes. Make sure that the sunglasses you buy will filter out both types of harmful ultraviolet light—UVA and UVB.

Buy sunglasses with plastic lenses. They're much safer than glass lenses, because they won't shatter.

Leave your sunglasses on even if it seems cloudy or hazy. The sun's harmful radiation passes easily through clouds, even if the day seems dark enough that you don't feel you need sunglasses.

Buy a retaining strap (like Croakies), to keep your expensive sunglasses on your head.

Wear a hat, preferably with a wide brim. This will also help keep the sun out of your eyes.

Protect your eyes. They'll take care of you, on and off the water, if you'll take care of them. ❖

The Well Stocked First Aid Kit

What to Put in the Box

by Joni Palmer

Every safety or coach boat used in your Optimist program should have its own portable first aid kit. A larger, more comprehensive kit should be kept ashore, with extra supplies to replenish the portable kits.

Your program can buy off the shelf kits, but these are sometimes expensive and usually won't have exactly what you need. Most junior programs make up their own kits. Each item listed below is put into a ziplock bag and then placed in a waterproof container (Rubbermaid or Tupperware). It's important to secure the kit to the boat and to check it regularly to replace depleted, expired, or wet items.

Allergies and bee stings

If you have skippers who are prone to asthma attacks, or allergic to bee stings, be sure to carry the skippers' asthma inhalers and bee venom kits, both on the water and on the road.

Ideally, each kit should contain complete medical information for each student. At a minimum, each instructor/boat should have a list of specific medical concerns for each student on the water.

Communication with shore is critical. VHF or cellular phone is recommended.

The first aid kit should also have a "minor accident and first aid treatment record" form as shown in US SAILING's *Modular Program Planner*. Each time a person is given first aid, it must be documented. Any accident needs to have a complete report—see the *Modular Program Planner*.

All instructors should be US SAILING certified and have current CPR certification and first aid cards. In case of an accident, emergency procedures must be established with all involved. These procedures should be written down and practiced.

Here are some suggested items for each boat. Add any items which might pertain to your particular area, climate, or the needs of your skippers.

- First aid manual
- bandaids (all sizes)
- butterfly bandage
- first aid cream
- antiseptic
- cotton balls
- sterile gauze pads
- adhesive waterproof tape
- triangle bandage
- gauze roller bandage
- ice pack (chemical)
- blanket
- rubber gloves
- scissors
- pocket mask

Take the time to equip your boats with proper first aid kits, and to prepare and practice procedures. Sooner or later, your efforts will make an important difference. ❖

The Well Equipped Coach Boat

"It can't happen here," you think. "The odds are on our side for a safe season," you reason. "We've never had a safety problem in our junior program," you tell yourself.

Now make a few phone calls to sailing programs which have had a serious injury, or worse. The people you talk to will all tell you that they had the same complacent attitude.

Are you starting to see a pattern here? Complacency is safety's greatest enemy.

A key to a safe program is safe support boats. Here's what they need to have on board. Most of these suggestions apply to all motorboats, whether operated by parents or coaches.

Items To Promote Skipper Safety

- ✓ A VHF radio which works and which is checked each day before going on the water. Be sure to know whom to call ashore. Make sure that there is someone who will be monitoring your messages and respond.
- ✓ Bolt cutters and a sharp knife, to free a skipper who gets tangled in rigging.
- ✓ First aid kit. (See "The Well Stocked First Aid Kit" in

this issue.)

- ✓ Spare parts, duct tape, sail repair tape, line, and various tools (pliers, screwdrivers, vise grips), to fix breakdowns. Keeping a sailor sailing is a safety issue, as it frees the adult from babysitting a breakdown, and allows the adult to be attentive to other sailors.
- ✓ *More* duct tape...
- ✓ 50' of extra line for towing
- ✓ Extra whistle (in case a sailor loses one)
- ✓ Extra bailers
- ✓ Blanket, for hypothermia
- ✓ Water, for dehydration; shade for heat stroke
- ✓ Sunblock and an extra hat, for bad sunburns
- ✓ A US SAILING certified instructor (two per boat is ideal).

Items to Promote the Motorboat's Safety

- ✓ All equipment required by the United States Coast Guard
- ✓ An extra plug for the transom drain
- ✓ A wire safety lanyard, holding the motor and the battery to the boat
- ✓ A kill switch wrist lanyard (use it!)
- ✓ Paddle
- ✓ Throwable cushions
- ✓ Boat hook
- ✓ Anchor
- ✓ Fire extinguisher

Keep your support boats and coach boats well equipped. Check them carefully prior to each launching.

Now, when an emergency occurs, you'll be ready to handle it. ❖

2011 JSA INSTRUCTOR, SALARY and FLEET SURVEY

**We received responses from 27 clubs,
which represent approximately 70% of JSA club programs.
Many thanks to all JSA clubs that participated.**

Statistics: Summaries of weekly Staff Salaries and Staff Counts, Fleet Composition and Program Fees may be found in the last page of this report. Counts may total less than 27 because each club may not have answered all questions.

What was your enrollment trend? And comments?

- **UP- 8 clubs:** Ongoing program expansion and improvement. Specific focus over winter and spring to retain sailors from last year; Off season internal marketing on sailing, its value and its fun to membership. Our program for 4-5 and 6-7 year old kids is a breeding ground for new sailors and we are starting to see its value, because kids not afraid of the water or Optis and are capable of sailing by themselves when they enter the 8 year old group; Word of mouth; Economy is less weak and reputation of our program is strong; providing a fleet of 420's has increased attendance we had the most amount of advanced sailors in our history. We also added a learn to sail program; Up but only slightly; There seems to be a stronger interest in moving into the sailing program once the kids have aged out of our camp program; Developed a new program;
- **SAME-13 clubs:** no comments
- **DOWN-6 clubs:** Fewer sailors of all ages; Issues with a specific boat class; The economy (3); Dropoff at age 12 (5); Dropoff at age 14 (3); Dropoff at age 16 (2); Participation in elite programs (2); Older children have become more interested in lacrosse, basketball, crew, etc. and it has taken them away from the Jr. Sailing program. Our minimum of six weeks is currently being re-thought in order to attract some of them back at least for part of the summer; If not racing by 12 children select other sport camps or travel options; Sailing is hard work. I think after 3 or 4 years if the child isn't turned on by racing, it's just easier to go play soccer, lacrosse or do something else. LI north shore isn't known for its breeze, and I think there is a level of frustration for many children who want to sail, not float and drift much of the week.

Program Chair:

How many years is the term of Jr. Committee Chair? 1 club-1yr; 11-clubs-2yr; 5 clubs-3yr; 8 clubs no predefined term; 2 clubs no reply. Some clubs commented that program chairs serve one-two years prior as vice chair and/or one-two years afterwards as advisor (a method that JSA encourages as a best practice to provide training and continuity).

How many years have you served as Chair? 6 clubs-1yr; 9 clubs-2yr; 10 clubs-3yr+; 3 no reply.

Will you be continuing as Chair in 2012? 9 clubs-No; 14 clubs-Yes; 2 clubs-Maybe; 3 clubs-no reply.

Do you have a Program/Sailing Director in addition to a Head Instructor? 9 clubs have both PD/SD and HI.

What are the general responsibilities of your Program/Sailing Director? Some clubs have a PD/SD year round, not just for summer. Examples of comments: Yes, the director runs the day to day program; Our co-chairs serve as the Program Directors. They hire and supervise the Head Instructor, hire the other instructors, deal with all parent questions/issues and interface with the Board; Sailing Director is involved in hiring instructors (along with Program Chair) but has no direct responsibility during the summer program. Occasionally helps coordinate between Jr. Sailing, Marine, and Club Management as needed; Program Director is our overall waterfront director, who also oversees Junior Sailing Program. Head Instructor is responsible for the hiring, planning and day-to-day operations; Head instructor is responsible for curriculum, instructors and Program director does everything else; The sailing director is responsible for registrations, regatta registrations, and overseeing the program on a daily basis; Sailing Director in charge of programming, maintenance, hiring, and running regattas; The Program Director is responsible for managing the coaches, the equipment, the parents and to complete all of the regatta information. Our director is the coach for our coaches; Our director

has more administrative responsibilities ,as well as a liaison between parents and instructors. Not this year, but have had a sailing director in the past

Do you have an office administrator? 10 clubs have an office administrator or volunteer who handles admin tasks. Examples of comments: Does all of the registrations, regatta entries, program paperwork, etc., but does not really interact with the instructors or sailors; Coordinates signups, transportation and administrative duties. HI is responsible for on water and regatta registration; Our Junior Activities Director is responsible for all regatta registration paperwork, and also handles admin for our tennis and pool; Our Co-Chairs, assisted by one of our returning instructors, handle all program administration (marketing, registration, billing, purchasing, etc.); Responsible for registration for regatta's and communication between parents, parent-liaisons and instructors; Responsibilities include supervision of land activities and handling regatta registrations and paperwork, lunch orders, attendance, etc; The Head Coach takes care of administrative duties; Handled paperwork for all regattas, put together bi-weekly newsletter, maintained the office, and handled the daily lunch order; Manages registration, fees, social events and calendar; We had an half time administrator - One of our coaches did administrative work in the mornings and coached in the afternoon; Our club office administrator handles billing and is the liaison between the management of the club and the instructors; Administrative duties were handled by our Assistant Head Instructor; Our Administrator and Head Instructor are experienced post-college adults.

Do you have junior instructors in training? What were their duties and do you compensate them? We had one, who did a combination of office administration and junior instructing for first year Optis. Compensation was the same as another first year instructor; We feed them lunch. They help with the Optis in the morning; Assist instructors/ stipend at end of summer; Our junior instructors did the same as the instructors but they only worked part time. They were compensated on an hourly basis; Help Instructors on Rigging Day, help with regattas, assist morning program sailors on and off the water, as well as pair up with instructors on a rotating basis to see different coaching techniques; Assist the coaches as needed; rigging boats. No salary; Helping with the morning Opti sailors twice a week during the 8 week program. At Awards Night, they are recognized for their efforts and given a \$25 iTunes gift card; Assist a specified instructor with no pay. Service hours letter for school, and lunch on day of service; They assist the instructors. \$15 per day; They work with Opti 1s helping to rig and sail, retrieve boats, individual instruction. Some are paid \$5/hour, others are volunteers; No compensation. They help the instructors with the sailors; They do preparation of special event days; We had one and she was a graduate of our junior sailing program. She assisted us only in the AM program and we gave her lunch every day that she worked, along with a certificate of completion and a gift card at the end of the summer.

Did you, your instructors or other club junior program leaders attend the pre-season training sessions; any suggestions for enhancements? Midwinter Meeting w/Program Management Seminars – 21 clubs; Spring Meeting – 17 clubs; Head Instructor Wkshp – 24 clubs; All Instructor Symposium – 23 clubs. Comments include: Train instructors how to be prepared for C420 entanglements as a result of capsizing; I've been to several of these meetings and they have always been helpful. (Note: JSA encourages program leaders to attend these training sessions to exchange ideas with other clubs and learn what your instructors are being taught).

How many weeks do you pay your instructors? 5 clubs pay for 7 weeks. Most clubs pay for 8-9 weeks. 3 clubs pay for 10 weeks. Head instructors/program directors may be paid for one-two weeks longer than other instructors.

Are your instructors paid hourly or salaried? 11 clubs pay hourly; 14 clubs pay a fixed salary; 2 clubs mentioned that instructors are paid hourly but the head instructor/program directors are salaried.

How many hours per week are instructors paid? Most clubs pay for 40 hour base. Two have a 35 hour base for regular instructors.

Do you pay overtime? 22 clubs do pay OT for work in excess of 40 hours, especially for regattas and weekend work and with prior approval by head instructor/program chair. 4 clubs say they pay no OT. (some clubs in past years have mentioned their interpretation that sailing instructors are non-exempt jobs, while head instructors/program directors are exempt jobs).

Do you require your instructors to be certified by USSAILING? 26 clubs say Yes (Level 1 for all, and Level 2 for coaches and head instructor), but 1 club said "Preferred". (Please note: JSA by-laws do require that full time instructors be at least Level 1 certified or have the equivalent from their home country).

Is USSAILING Safe Powerboating certification required? 20 clubs say Yes, 6 clubs say No and 2 clubs say Preferably. Comments include: We offered it for the first time this year; We would think about requiring it for new instructors.

Do you pay for some or all instructor training? 14 clubs pay 100%, 2 clubs pay 50% and 8 clubs pay nothing for US Sailing Level 1 training. Some will also pay for other training levels (one club said 50% for Level 2 and 100% for CPR and US Sailing Safe Powerboat Training). Some reimburse immediately, and some pay after satisfactory completion of full summer, or pay 50% in year one + 50% in year two.

Did you hire any instructors from other countries? Did it work well? What visa agency did you use? Did you require USSAILING certification or did you accept their country certification? Did you provide them with USCG approved PFDs? 16 clubs said No foreign hires; 8 clubs used foreign sourcing (Typical comments: Not this year; No, we have limited room for non-resident housing. Yes, it worked well, although housing is sometimes a challenge. They handled their own visas. We accepted their home country instructor cert; yes, Argentina. It complicates matters - visa, housing, etc. but it was well worth it; Yes. We hired an instructor from Ireland. We accepted the Irish certification that is very extensive and exceeds the US sailing certification. We had an instructor from Ireland back for her second year and accepted her home country certification. We provided her with a USCG approved PFD; Our instructor came from Bermuda and we used Camp USA for visa; Scotland/USA dual citizenship, so no visa required; We hired a coach from Hungary and another coach from Argentina this year. It has worked out really well. We used the International YMCA to sponsor visas. We accepted the home country certification.)

Are your instructors responsible for the sailors during lunch? 18 clubs say No but 8 clubs do require staff to rotate one or two instructors are on duty.

May your instructors leave the grounds during lunch? 23 clubs say Yes, but 4 clubs say No (or prefer not). (Comments: OK with permission; Yes except on staff meeting days; Technically, yes, but they do not; Yes, unless it's their turn for lunch-duty.)

Do you provide lunch or pay lunch fee? 22 clubs provide lunch at club or subsidize lunch costs and 5 clubs do not. (Typical comments: We pay for lunches at Wed. and Fri. staff meeting; \$30 per week lunch fee.)

Do you provide radios and other gear to instructors? All provide radios and many provide other gear such as uniform shirts, etc. (Typical comments: Radios, safety kits, boats and shirts are provided; Rigging knives are new this year; instructor buckets with med kit, duct tape, electrical tape, snacks, sail ties, etc.

Do you have written job descriptions for your staff positions? 21 clubs say Yes (Comments: Job description/expectations are contained in our employment contract; Only for Head Instructor and Office Manager; .6 clubs say No. (Comments: No or Plan to write them for 2012)

Do you have written job offer letters/contracts for your staff positions? 25 clubs say Yes; 2 clubs say No (Our employment letter outlines duties, responsibilities and pay).

Do your contracts require USCG approved PFDs be worn? 23 clubs do require the USCG PFDs and 4 said No or no reply.

Is your club junior program open to non-members? If Yes, how does your program benefit from accepting non-members? 19 say Yes; 8 say No. (Comments: Broadens the sailing community and provides a good introduction to the club for interested families; Defrays expenses over larger group and finds crew for double handed skippers; Income and recruiting for the club and the program. We don't have enough member children to make the camp effective; Many non-member children have introduced their parents to the club, and the families have joined as a result; More of a well-rounded program; More sailors, which we need; Most non-member participants are grandchildren (or other relatives) of members. We take a limited number of unaffiliated

non-members; Only admit those with a boat for sailing instruction time only; Our program benefits greatly from non-members. It adds to the capital of the program, increases the talent pool, and feeds potential members into the club; We charge more for non-members; We have a Junior Sailing/Swimming Membership; We have accepted jr sailors who have come and asked to join our program. Most of the kids are highly motivated and are looking for a better coaching experience. The program benefits by having a greater number of talented sailors training with each other; It helps us fill out our student roster, generates extra revenue and creates a pipeline of candidates for adult membership.)

What is included/excluded in your program fees? Fees for regattas are not included. Fees for lockers and dock space are included; Everything except regattas, over-time pay for instructors attending regattas on weekends, dock space, boat rental; \$75 dry sail fee for private boats; Drystall space,, no regatta fees; JSA Membership is included in program fee. Program is M-TH with half-day sessions. Regatta fees additional plus \$25/sailor/day regatta coach fee to offset overtime paid to instructors for regatta coverage; All inclusive, except for JSA Dues and Regatta Fees, which are paid separately by the families; no other fees; Member families can rent lockers in the locker room, and fees range depending on size of locker. We have storage in the Jr Club for daily backpacks, etc. Member fees reported are valid if paid prior to March 15; after that, the fee is increased; No Regatta fees, Tuesday evening race instruction is included, dry storage is an additional \$72. Lockers are provided as well as blade and rig storage; Tax not included. Boat storage included. JSA dues not included. Regattas not included. \$50 discount for additional children in program; The fee includes sailing instruction only. Extras: class dues, regattas, locker, boat storage, hoist usage, barbecues, "fun days"; regatta fees not included; Includes \$255 program registration fee and all regatta entry fees estimated at \$375 per racing student; Lockers \$160 for summer season; regatta fees are extra, rack space is included; Regatta fees are additional as well as the compensation for the instructors overtime hours; Everything except regattas and social events; regattas are not included.

If you have club-owned boats, do you charge a boat charter fee for kids who use them? What amount per what period? 23 say Yes, ranges from \$150 to \$1000 for 8-week period, with average of \$460 depending on boat class; 6 clubs say No.

How many weeks are your sailors in the program? 6 weeks (3 clubs); 7 weeks (5 clubs); 8 weeks (17 clubs); 4- and 8-week sessions are most typical, with options to sail all day or AM / PM. Racers often attend 8 weeks and recreational sailors might attend only 4- to 8-weeks.

Do you allow club-owned boats to go to JSA regattas? 21 clubs say Yes; 5 say No or do not have club boats

Did any of your sailors participate in LISOT, Team Gnarly or other specialized coaching clinics? Which ones? 17 clubs had no participation in such clinics; 7 clubs did have participation in clinics (Comments include: Yes. The sailors choose what they want to do and when they want to do it; 6 to 8 LISOT sailors; Yes. Sailors and families coordinate on their own and it's no problem; A couple sailors did a few days with LISOT, and we have sailors who participate in the Dinghy Shop spring and fall series. There was no coordination with our program; We have one sailor in LISOT and he attended all our classes and regattas. We had one crew participate in a Newport FAST clinic but it was pre-season; Yes many of our sailors participate in Team Gnarly.)

Do you have a code of conduct for your club's parents and sailors? If so, please describe how you encourage adherence to your code? 19 clubs have a code and 6 said No. (Comments include: No, but would like the JSA to publish a common one that all clubs could use; Nothing for parents. We have the juniors sign a code of conduct form; We have a code of conduct that is included in the application, adherence was based on signature of parents; Yes, agreements must be signed at registration. Rules spelled out in handbook and articulated at parent meeting at the beginning of the summer; Yes, all of the parents and junior sailors sign off on a code of conduct; yes, the handbook is distributed at the start of the season; Yes, we have a formal code of conduct - it is emphasized repeatedly by instructors throughout the program; Daily on-site review of performance; Yes. Encouraged by coaches setting the tone for our "culture"; Yes. It is a written Code of Conduct, is emailed to the Parents/JrSailors along with their registration confirmation, and is expected to be returned, signed by both parent and sailor, at our Commissioning; Yes. We expect all members and non members to adhere to the clubs code of conduct; Yes, and we have parent liaison's associated with each boat

class; Yes. Discipline of sailors generally within instructors' discretion. Happily, no discipline issues with parents this year; Yes. It is distributed to the families upon registering for the program. As always, we hold a parent orientation after Jr. Commissioning to make sure all the parents are on the same page about the rules of handbook; Yes. It's written in the handbook and both parent and child must sign and return it. We have a "three-strike and you're out" system which, with reminders from instructors, helps to keep behavior under control; Yes. Specified procedure for meeting with parent, instructor, club management or committee chair based on the incident; Yes. We have the right to remove the junior sailor from an activity, or the program for non-adherence by either sailor or parent.).

Do you have special programs, such as adventure sailing, windsurfing or big-boat sailing? Are these open to sailors who are not in your dinghy programs? How many hours per week do these sailors participate? 15 clubs say Yes; 8 clubs say No (Comments: Adventure and Big Boat Sailing and all are from the dinghy program; Big Boat Program is open to all, 2-hours per week approx; Big boat sailing - 14+ yrs. - 12 participants; Big boats are also open to sailors who are not sailing dinghies; We had a large big boat group, with about 20 racers and 20 cruisers; We're rethinking the entire Jr program for next year. We've already held a parent meeting to gain input and suggestions; The Club has a seaside program that is a lower key alternative to the Jr. Sailing Program. It includes many different water sports and activities; We added an 8-year-old program which attracted 6 new sailors to a 4 week program. We also provided discounting for 8 week participants; We do one day each session with big boats and are trying to bring in other events. This year we had paddle boarding for an afternoon; We have Big Boat sailing. We recruit non-Jr Sailors in order to get them interested in sailing as a group; We tried a non competitive teen sailing program, more social focused for ages 14 and up, but we did not get the participation we anticipated; Windsurf lessons for those in sailing or a la carte: 3 one hour sessions per week. Ideal 18 for 12 hours per week; Windsurfing and a large big boat program. Open only to sailors who are in a dinghy program. Windsurfing is for about 3 hours per week, and big boat sailing is offered for about 4 hours per week, not counting JSA big boat regattas; Windsurfing, club champs, trip to the dunes.)

Did your club use the JSA online waiver database to assist with registration for your program in spring and regatta registration in summer? Did you use a commercial online service to assist your spring program registration? 25 clubs said Yes they used the JSA database and 6 used a commercial service or custom system as well (Comments: We have an on-line registration system on the club's website; We used the online DB for waivers and regatta registrations, but not for our big boat regatta because we require a number of forms to be submitted; We used SurveyMonkey to drive the registration process and then used the Excel spreadsheet it creates to manage the registrations; We use League Athletics for registration; We rely heavily on the JSA Online Waiver Database; We use the JSA online waiver database to collect emergency contact info on all our sailors; we use it in registering our sailors for other regattas; we use it for registering all sailors from all clubs for our annual regatta; We did not use a commercial registration service - we may consider in the future; The online database was very helpful; We did not use the waiver database much except as for our program waivers; We used an online registration site hosted by League Athletics; Yes. All sailors in our program must register a waiver; We use League Athletics because we have tennis and swimming as well; Yes - it was awesome; JSA waiver was excellent; Yes. As always, the online registration improves every year and makes registration much easier; The past 2 years we have set up an external online registration system for our program. It makes registration easy and minimizes the amount of paper that has to go through the front desk and the accounting office. The families feel that it is much easier to use; We have our own registration program; The online registration was very good. The JSA has done an outstanding job of making the registration for regattas very efficient and easy.

Will you nominate a sailor and an instructor for the JSA Gonzalez and Trotman awards and some Laser/Radial/C420 sailors for the Weeks award? 8 clubs said Yes and 19 said No.

Did you produce a video or photo album as a souvenir and for next-season promotion? 16 clubs produced a photo album, DVD or other memento of the season, mainly in photo slide show format, but 2 had a video; 11 clubs did not.

Please let JSA know which methods of communications you think your families will benefit from in 2012. The JSA blog at www.JibeTalk.com was launched to provide timely updates more quickly than the printed newsletter that was mailed weekly. Did JibeTalk achieve that objective for you? Would you like to see

more or different content on JibeTalk? Did you send activities from your own club for posting on JibeTalk? Did you or your sailors and staff follow JSA news on Facebook? 10 used these news sources and 11 did not. (Comments: We like using the blog for items of interest. Kids not using Facebook for JSA news as they are typically super busy during the summer; Found it to be helpful and informative; Loved seeing the articles on JibeTalk. Facebook is a great way to reach the kids (and more and more adults); We contributed and followed; I do follow it and we do sometimes send info; Some of our sailors may have followed the news on the web; I liked JibeTalk but I am not sure if all of the parents saw it or read it. It is very well done; Didn't use JibeTalk or Facebook; Was not aware these news sources existed; We were not active users of JibeTalk.)

What changes would you like to see in the JSA schedule or events? More wind; Publish the JSA start and end weeks ASAP so that programs can lock in their calendars for planning purposes. We want to ensure our program is aligned date wise; A later Larchmont Race Week regatta this summer was a beautiful thing; Consider a racing clinic for Pixels; This year too many of the important regattas were too early in the season; Less cramped sked but realize that is impossible; Regatta start time in the afternoon for better wind conditions; It was really early in the season to encourage younger double-handed sailors to attend our regatta; I think another week or two would have made more sailors feel more comfortable about attending.

What changes would you like to see in JSA itself? More guidelines for consistent regatta management, because breaking a up a division (red, blue, white) into different fleets and then having many TLE's really skews the results unfairly; The JSA organization does an incredible job and i think all clubs have benefited to be a part of the JSA of LIS; JSA would not be the same without the support of the JSA office; I'm happy with the way the JSA is operated; Does a great job; Seems okay to me as it is.

Are there any other comments you would like to make? NORs should indicate if lunch and/or water is or is not provided. While familiar participants may know specifics, it can be unfortunate that a sailor shows up and no water or lunch and has to deal with that all day long; Communication was great this year. We continue to drive more participation in regattas and love to hear what other clubs are doing; JSA website could be made a little more user friendly; I want to name a communications "chair" for our Jr Program next year. I'd love to get more of the parents and sailors contributing and reading the blogs and doing Facebook, but I simply didn't have the time this year to do that too.

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Summaries of weekly Staff Salaries, Staff Counts,
Fleet Composition and Program Fees were provided
to those clubs that responded to the 2011 survey.

Contact the JSA office to find out how to receive these summaries in 2012.

JSA of LIS Instructor Job Bank Tips

Latest version at <https://jalis.securespsites.com/Pages/Job%20Bank%20Tips.aspx>

To make the most effective use of the JSA job bank, please use these tips. There is a section for club employers and a section for sailing job candidates.

Clubs:

- Post all your open positions on the JSA Job Bank, because when candidates ask the JSA office about clubs that are hiring, the only answer we can give is "Please look at the current job listings."
 - If you wish to attract candidates from outside the JSA area, or are a non-JSA-member club, you might consider posting on the national web sites listed below.
 - Having a detailed job description for each staff position will be a valuable aid to inform your new staff about your expectations and manage their performance on the job. And by referring to the job description in your employment contract with staff you can inform them of your expectations for sail training objectives and the ethical and behavioral traits you expect them to model for their student sailors.
 - JSA requires that member clubs employ instructors who have passed the US Sailing Small Boat Level 1 Instructor course. US Sailing has reported that new instructors often do not have sufficient hands-on powerboat experience to pass the Level 1 course without a follow-up plan for improvement. So be sure to evaluate the powerboat handling skills of the instructors you hire and schedule them in the spring for the US Sailing Safe Powerboat Handling courses (2-day Basic or 1-day Accelerated) that may be found at this link http://training.ussailing.org/Learning/Small_powerboat_handling.htm.
 - Review the *Personnel Practices Briefing* materials from the 2007 JSA Midwinter Meeting to assure your hiring practices (including exempt vs. non-exempt classification) are up to date; the [link is here](#).
 - When you have completed negotiations with a candidate, it's best to promptly summarize the agreed terms of employment in a job offer letter/employment contract that the candidate reviews, signs and returns. Each party retains a copy, which helps prevent future misunderstandings.
 - When you have completed hiring for a position, please notify the JSA office so your job ad may be removed.
 - During the Thanksgiving holiday period, candidates being employed for their first season as full-time instructors may not be required to accept an offer of employment prior to 6 pm on Saturday of Thanksgiving weekend. This embargo is designed to allow these first-season candidates to educate themselves about the employment options available at various clubs before making a commitment. However, a first-year instructor may, if they wish, accept an offer earlier than 6 PM Saturday; it is only the club that may not require a response prior to that time.
 - If you have resumes of candidates that you did not hire, forward copies to JSA office for inclusion in the Candidate Resume File. Other clubs that are still hiring may find these resumes very helpful. We prefer email attachments, but if you have the resumes only in paper format, please mail to JSA of LIS, 1 Woodbine Ave, Larchmont NY 10538.
 - If your club wants copies of resumes from the Candidate Resume File, please email your specific request to JSA office; we do not email unsolicited resumes.
 - The JSA job bank is for instructor positions located only at JSA member clubs. JSA clubs that wish to advertise outside of the Long Island Sound area, and non-JSA clubs, may wish to consider posting jobs on national web sites, such as www.sail1design.com [select Sailing Job Bank], www.ussailing.org [requires personal or club US Sailing #] or www.sailingscuttlebutt.com [select Classified Ads].
- While you are at these sites make note of instructors looking for jobs and coaches whom you might email to notify their team members of your openings.
- The US Sailing Knowledge Base has some articles on recruiting and staff management that we have [posted at our JibeTalk blog](#).

Instructor Candidate Suggestions:

- Send your resume and cover letter to all jobs for which you feel qualified that are posted on the JSA Job Bank, or the national web sites listed above.
- Some of the job websites listed above accept candidate postings, so consider placing your ad there.
- You may also email a copy of your resume to the JSA Candidate Resume File, following the guidelines listed

below.

- If you need to obtain or update your certifications, read the US Sailing website descriptions (use this link <http://training.ussailing.org/Teaching.htm> to find out what is required). Pay particular attention to prerequisites. For example, the Level 1 instructor course prerequisites include a safe-boating certificate, experience in operating a powerboat safely, current USCG approved CPR and first aid certification, and other prerequisites listed on the US Sailing website. It is best to handle these prerequisites before the summer. For example, the US Sailing instructor certification courses are generally given during college breaks (winter, spring and early summer). The schedule may be viewed by clicking on Course Calendar on left side of the US Sailing instructor training link, above. Some warm Southern and California locations may be listed for the November and December holidays, but the ones for the Northeast may not be listed until late-January or February (spring and early summer dates). Keep a close watch weekly on the schedule as most locations can accommodate fewer than 20 people and the popular ones get booked quickly as soon as they are listed. US Coast Guard Auxiliary and US Power Squadron units, as well as continuing education classes at high schools and colleges in your local area are all good sources for off-season safe boating certification. JSA recommends that instructors train for safe operation of coach boats through the US Sailing Safe Powerboat Handling course (2-day Basic or 1-day Accelerated) that may be found at this link http://training.ussailing.org/Learning/Small_powerboat_handling.htm

Instructor Candidate Resume File Guidelines:

- Please email; do not fax nor postal-mail your cover letter and resume, because we cannot easily forward non-electronic formats to our clubs.
- Email to JSA office at info@jsalis.org. Send your cover letter and resume as an attachment in Word .DOC (or generic .RTF) format. It's best to include your cover letter as part of the same attached file, not in the body of your email to JSA, so when the attachment is printed your cover letter appears first, followed by your resume, all at one printing.
- Name your letter/resume file something like "MyLastName_MyFirstName_SailingResume.doc" so that when it is forwarded to clubs, they can distinguish your letter/resume file from others. Your letter and resume will remain in the active file until a JSA club requests copies of current resumes. Then your letter/resume and all other active resumes will be sent to the requesting club.
- If you accept a job, or are no longer available for any reason, please email the JSA office requesting your resume be removed from the active Resume File.

Other Instructor Hiring Resources

American Camping Assoc has tips on hiring and managing summer staff as well as access to their counselor job bank. A qualified camp counselor with a sailing background and US Sailing certification may be a good match for your non-racing students or sailing camp. Check out <http://www.acacamps.org/> click on Jobs.

Foreign sources: If you can provide housing, you may be interested in foreign instructors. Many JSA programs have had great success with instructors from Ireland, England, Canada and Australia, to name a few. It is important to keep in mind that JSA by-laws require all instructors to have successfully completed US Sailing Level 1 or its international equivalent.

If you are considering this source, see these sites for intermediary organizations that can assist with identifying candidates or sponsor visas for candidates you already know:

- International YMCA ICCP <http://www.internationalymca.org> (Clubs: click on "Customers" for details about the ICCP program for J-1 visas)
- CampUSA <http://www.interexchange.org/campus/>
- Camp Counselors USA <http://www.ccusa.com/>
- Camp America (Stamford CT) <http://www.campamerica.aifs.com/>
- British Universities North America Club (BUNAC) <http://www.bunac.org/uk/workAmerica/> or contact Connecticut office at <http://www.bunac.org/uk/about/contact.aspx>

Suggestions for Sailing Instructor Job Description

This document is a discussion paper only and is not a legal document.

Not all items may pertain to your program nor are all pertinent items listed.

Be sure instructors understand they are accountable for whatever you put on their job description.

Please discuss any legal document regarding hiring with your organization's management and legal authority.

1. Be an appropriate role model at all times. Examples are, but are not limited to: wearing proper attire, using proper language, wearing shoes, demonstrating seamanship skills, displaying sportsmanship/team work, and demonstrating a positive attitude.
2. Represent your junior sailing program in a positive manner.
3. Encourage ethical behavior. Enforce discipline and monitor conduct.
4. Practice and uphold the standards of a US Sailing Certified Instructor including wearing a PFD at all times on docks and on the water and making sure your students are wearing PFDs as well.
5. Smoking, alcohol use, or drug use are forbidden at anytime during employment hours and will be cause for immediate dismissal.
6. Responsible for teaching the skills of sailing in a safe and fun way.
7. Be familiar with the Guy Turner JSA curriculum on the JSA website.
8. Develop daily lesson plans for review by the head instructor.
9. Be knowledgeable of the program policies and mission statement and help implement them.
10. Provide students and their parents with regular feedback on progress.
11. Insure the boats are safe to use on a daily basis.
12. Always operate safety boats under the recognized principles of safe motorboating. Help maintain safety boats. Be sure the appropriate equipment is on board (ie: paddle, anchor, tow line, first aid kit, **properly functioning radio, tool kit, bailers, lifejackets, etc.**).
13. Be familiar with and help maintain proper records including, but not limited to: lesson plans, attendance records, swim test records, medical information for each student, waivers, accident/incident/first aid reports, inventory, boat maintenance.
14. Maintain accessory equipment such as buoys, first aid kits, tool kits, spare parts, anchors, ropes, teaching aids, white board, classroom items, radios, etc.
15. Assist junior committee at parent orientation as needed.
16. Provide positive and negative feedback to the program chair on a regular basis. Include suggestions for improving the program.
17. Assist junior committee as needed on special events (i.e. field trips, social events, awards dinner, etc.)
18. Be familiar with and be able to execute emergency safety procedures in accordance with your program's existing policies. These policies should be written and provided by the Program Chair.
19. Provide appropriate supervision of the students at all times while in class. Understand medical concerns of each student. Be aware of local weather conditions. Maintain communication with land while on the water.
20. Attend JSA Head Instructor Workshop (if appropriate), the JSA Rules Clinic, the JSA All Instructor Symposium, and the JSA/USODA Opti Instructor Clinic.
21. Work cooperatively with designated adult volunteers.
22. Conduct swim test for each student.
23. Communicate on an ongoing basis with club waterfront staff and other persons designated by the program.
24. Instructor shall supply, prior to the first day of employment, a current copy (front & back) of their appropriate certifications with a minimum of 1) US Sailing Instructor Certification, 2) CPR Certification 3) First Aid Certification and 4) state mandated safe motorboat certificate.

Sample Contract for Instructors
Suggested Changes for Head Instructor Contract in Italics

Dear _____:

Welcome [back] to _____ Yacht Club's staff of instructors. Your primary duty will be to teach (*lead*) the Junior Sailing Program under the supervision of the Head Instructor. [*In your role as Head Instructor your primary duties will be to lead the Junior Sailing Program under my supervision as the Junior Committee Liaison to Instructors. We expect you to manage the instructors' time and performance and to keep the equipment and facilities of the _____ Junior Program in excellent condition.*] In addition, we expect you to cooperate with the entire staff of the _____ Yacht Club in maintaining a SAFE, WELL-ORDERED, and FUN-FILLED sailing environment for your sailing students both on the water and ashore.

You will be employed for nine [*ten*] weeks starting _____ and ending _____. The _____ Yacht Club agrees to pay you a salary of \$_____ per 40 hour week and to provide you daily lunches. Working hours are from _____ AM to _____ PM with an hour lunch break, Monday through Friday. You will be compensated for attendance at all required US SAILING and JSA courses. You may be required to accompany junior sailors to regattas and in these instances your hours may vary. Hours worked in excess of 40 hours will be compensated at time and a half of your hourly rate (your hourly rate is \$____). In addition you will be eligible to participate in the _____ Yacht Club bonus program which rewards meritorious performance.

As a condition of your employment you agree to provide copies of:

- Current US Sailing Small Boat Sailing Level I certificate
- [*Current US Sailing Small Boat Racing Level II certificate*]
- Current First Aid and CPR certificates
- (Name of State) Safe Boating Certificate

_____ Yacht Club agrees to pay your fees for US Sailing Level I, (*Level II*) and/or powerboating certification for the 200_ season. PLEASE SUBMIT RECEIPTS FOR REIMBURSEMENT.

You are required to attend [*the JSA Head Instructor Workshop to be held at _____ Yacht Club on _____.* In addition you are required to attend] the JSA Rules Clinic on _____ at _____ Yacht Club and the All Instructor Symposium on June __, 200_ at Larchmont Yacht Club. I will also attend the Symposium. Experienced instructors are STRONGLY URGED to get US SAILING Level II certification.

All instructors must demonstrate proficiency in operating small powerboats. To that end _____ Yacht Club is trying to put together a course in Small Powerboat Operation some time during the month of May. Beginning instructors are REQUIRED to take that course or one of the equivalent courses offered through JSA. Experienced instructors are STRONGLY URGED to take one of these courses. (Dates of all these courses will be made available in a timely fashion).

The use of alcohol, tobacco, or drugs will result in immediate termination. Unsafe operation of powerboats will result in immediate disciplinary action.

You will review your job performance periodically with the Head Instructor [*me as the Junior Committee Liaison to the Instructor Staff. Your performance reviews will be based, in part, on a written job description. In addition you will conduct periodic performance reviews with each of your instructors.*] These reviews will also be based, in part, on written job descriptions.

Please sign one copy of this agreement and return it to me in the enclosed self-addressed stamped envelope. The other copy of this agreement is for your records. If you wish to discuss this contract further, please call me at _____ or e-mail me at _____.

I look forward to an awesome summer.
Sincerely,

Junior Committee Chairman

I have read this agreement and accept the terms and conditions outlined in it.

Signature

Date

Personnel Practices Briefing: *Hiring, compensating and disciplining your junior sailing staff; the keys to a successful employer/employee relationship*

This topic was presented by Allen B. Breslow, labor law attorney, at the 2007 JSA Midwinter Meeting.

The briefing handout and other employment forms may be found on the: JSA website www.JSALIS.org select the “**Program management resources**” link and select “Midwinter meeting handouts” then select “2007 midwinter meeting handouts”

- **Personnel Practices Briefing Handout**
- **Additional forms** and topical references
 - [Sample Employment Application Form](#)
 - [Meal Periods in NY State](#)
 - [Travel Compensation](#)
 - [State of CT Frequent Questions for Employers](#)

Managing Your Seasonal Staff

Lincoln White, Larchmont YC
2009 JSA Midwinter Meeting Session

References don't always tell a perfect story. Find out side sources to learn about potential coaches.

Try not to rush the interview process and once Thanksgiving is over, it doesn't always mean the good coaches are gone.

A list of great questions help to pull out what you need to know of each candidate. There is great talent locally but not always easy to obtain as many top local coaches like to spread their wings and move on or away.

The key to bringing in good talent from a far is housing or a very competitive salary. Housing is usually easier to do.

Contact management is everything. Managing a seasonal staff is a year round endeavor. Keeping in touch and keeping your staff involved in the off season, even if only by updating them, checking in and finding out how they are.

Always ask if their plans could change or if they are 100% on board.

If you stay in touch with your staff you can learn more about them and ways they can better serve your program.
(Examples)

Always try to pamper your coaches. Gifts, parties, invitations to dinners, races (team racing) good performance bonuses and complimenting the good as often or as much as possible to counter act any bad reports.

It just takes one member's bad experience to get into a coach's head and that can affect everyone.

What can you do to help your coaches in the future (great club contacts for their major (law, finance, medicine)

Recruiting starts just after and even during Larchmont race week and is certainly well underway by junior awards. Know your staff well and their plans for the future. Many good coaches bring future leads to the table. So staying in touch with past coaches can pay off huge. You hope your coaches will always have some sort of bond they will always have in common.

For our type of program we try and recruit 2-3 new local first year coaches and try and attract any more advanced or senior locals to the table through some local fall (late Sept) advertising through the JSA and email/ word of mouth/ high schools.

In Oct we try and do more national blasts to bring in outside high level coach talent

(Ad Sources) +emails to top college programs coaches and captains, calls, calls and more calls.

Usually for 5-6 open spots we may look at 30 people

During your orientation lay down all of the laws Set very high expectation for the overall program.

Hold failures accountable
Constantly try and improve weaknesses
Don't let problems bottle up

Have more than one senior contact in the leadership for staff to report up to so they may bring their problems to the one they are more comfortable.

Have lots of perks, good lunches and invite important guests (commodores, housing mothers, etc.)

Pump up your staff. Compliment them when ever possible. Single out success and mistakes and learn from them.

Promote a positive attitude throughout the troops (parents down to first year sailors, staff, officers, neighbors).

ATTRACTING, HIRING, KEEPING AND BUILDING YOUR STAFF

Presented By: Kim Haggood

To Start With, Understand Who You Are:

What type of program are you hiring for?

Program Structure:

- What is the class structure? All day / ½ day, one week / two weeks / summer long classes?
- Size of class(es): do instructors “team teach” or work independently?
- How many instructors / coaches are on the staff in total?
- What skill levels are you offering your students? Do you need instructors or coaches (or both)?
- What kinds of boats are used in the program? Will the instructors need special knowledge or specific boat handling skills?
- Do instructors teach a variety of skill levels (i.e. beginners in the a.m./adv or racing in the p.m.) or do they specialize with one particular class for the session?

Program Phase:

- What is the management structure and daily supervisory picture?
 - Is there lots of direct supervision from a head instructor (and does the HI also teach or are they singularly responsible for overseeing and managing the instructor corps?)
 - Is there a program director closely involved? (this might be either a parent volunteer or a professional) Is the “professional” the club manager with lots of other responsibilities to juggle in addition to monitoring the youth program?
- A delicate balance of instructor skills and experience: ideally you don’t want all newly certified instructors, or instructors in their first year of teaching.
- How many returning instructors do you anticipate?
- How many instructors are “home grown” and how many come from outside the program?
- Program emphasis: what is the current mission of the program? Ideally this does not change year to year, but there are typically ebbs and flows in what the particular direction and emphasis a program is taking might be (i.e. recreational or racing).

Attracting Potential Instructor Candidates:

Advertising:

- The best advertising comes through your programs reputation-use it!
- What separates you from the rest of the pack? Could be location, program structure, personnel or other. Find what it is and promote it to help distinguish the opportunities you have to offer.
- Develop short, simple job descriptions for each position.
- Keep the details out, but be sure to include important fundamentals: what qualifications must a candidate have, dates of hire, basic outline of expectations (the essential functions of the position, etc.).
- Include info on your programs location, size, range of skill levels, structure, and who to contact information. Include your program's website address if you have one.

Where to look for candidates:

- US SAILING *Instructor Job Bank*
- www.collegesailing.org *Job Bank*
- www.sailingscuttlebutt.com *Classified Ads*
- www.usit.ie *J1 Section / U.S. J1 Employers*
- local sailing association club programs
- WOM (word of mouth) i.e. instructors that your staff know who might make good candidates, etc.
- within your own program

Thursday, January 13 3:00pm

Making the Selection:

Now the Hard Work Begins:

- Make sure the candidate fits your program: don't advertise for a coach if what you need are instructors to teach beginning sailing—and then don't hire the coach to teach beginning sailing because you (and they) will be frustrated and disappointed.
- Make sure the candidates have the necessary skills (both tangible like L1 & CPR/FA and intangibles like experience with a particular type of boat/skill level).
- Conduct a thorough screening and evaluation of the candidate.
- Does your state require a background check?

Resumes and Applications:

- Resumes are a great start, but it's one in a hundred that actually are written well enough to give you the information about a candidate you need.
 - Most focus on a candidates racing experience, and very little on their teaching background (if they have one yet!).
 - Formats are so varied, it can be hard to quickly screen out what you are looking for.
- Interviews only last a short time and you don't have time to ask all the questions you need answers for.
 - You need more info on a candidate both prior to the interview and more than you can get during the interview.
 - Need that information to help guide the questions to ask in the interview.
- Application should include:
 - Contact info (particularly both school and home addresses),
 - Educational, sailing / power boating experience (types / time),
 - Instructional experience / certifications,
 - Other relevant training,
 - References (be specific: one personal, one knows sailing background, one former employer/supervisor)
 - Written Questions:
 1. What are your strengths (and what are your weaknesses)?
 2. Why do you want to be a xyz instructor?
 3. What kind of program and teaching experience are you looking for, and what do you hope to be able to gain from the experience?

Thursday, January 13 3:00pm

Interviewing:

- Conduct interviews at times and in locations where you will be able to devote your full attention.
- Contact an employees references *before* the interview if possible.
- Have your list of questions ready. Some questions should be standard candidate to candidate so that you have a benchmark to compare apples and oranges, but you will also develop specific questions based on the candidates resume/application and what you learn from references.

Possible Questions:

1. How did you hear about our program?
2. Describe the instructor who made the most impression on you and on whom you model yourself as an instructor.
3. What is it about sailing that you like?
4. What skill do you find easiest/hardest to teach?
5. Describe a typical day in the program that you have previously taught before? What were your responsibilities?
6. Are you comfortable writing lesson plans?
7. How do you develop and conduct on-the-water drills?
8. If I asked a group of your friends to give me three adjectives they would use to describe you to me, what adjectives do you think they might use?
9. Give an example of a major problem that you have encountered while teaching sailing, and how did you deal with it? What did you learn from the experience?
10. How do you deal w/difficult parents?
11. How do you deal w/disruptive students in your class?
12. What do you most dislike about teaching sailing?
13. What do you like to do after work to unwind?
14. What do you do when you are having trouble solving a difficult problem or situation?
15. How do you handle the situation where you don't think one of your fellow instructors is pulling their weight?

Thursday, January 13 3:00pm

Wrapping It All Up

Communication, Communication, Communication:

- Importance of communication and staying in touch right through the process
 - Use it as a sign of the applicant's enthusiasm, organization and ability to juggle multiple tasks,
 - Be prepared to demonstrate the same (i.e. answer emails promptly, give dates by which you expect things returned and by which you will be in touch—particularly when the process is dragged out),
 - Send rejection as well as acceptance letters and contracts
 - Handle all personnel matters confidentially and privately.
 - Be consistent in administering personnel policies; offers of compensation and benefits should be clearly established and consistently applied.
 - Keep complete records in writing.

JibeTalk

November 22, 2010

Junior Sailing Program Management Info on the US Sailing Knowledge Base



The US Sailing Knowledge Base takes a variety of articles that have been published by US Sailing in the past and puts them all in one place where the info be easily accessed.

<http://home.ussailing.org/KB.htm>

We've browsed through the articles and think that ***junior sailing program leaders may find especially interesting*** the below articles about recruiting, staff management and program planning:

- Chip Johns of Beverly Yacht Club writes on [Recruiting for Junior Sailing Programs](#)
- Summer sailing program [Recruiting and Hiring Quality Staff](#)
- General guidelines for [Staff Selection, Training & Management](#)
- Modular Program Planner: a 4-part guide to the [overall planning and implementation of a sailing program](#)

US Sailing's Training & Education Division also extends a number of [Program Management Offerings](#) to help clubs, schools and sailing programs grow and improve.

And while we're on the topic of staffing, take a look at the recruiting tips we have posted in the JSALIS [Job Bank Tip Sheet](#).

US SAILING TRAINING COURSES – NY/CT AREA

Register online at: <http://training.ussailing.org/Teaching.htm>

Detailed course listings will be available after early February and will be posted on JSA website www.JSALIS.org in the “Training, clinics, workshops, and resources” section

Safe Powerboat Handling:

Your club might think of this as “*Drivers Education for Boaters.*” You wouldn’t allow your 16-year-old to drive your car without passing a drivers ed course, would you? Likewise, JSA recommends you schedule the US Sailing Safe Powerboat Handling course as part of your regular junior sailing curriculum. This provides a great opportunity for Junior Instructors in Training and potential future Level I candidates in the 14-16 year old range to practice their skills extensively beginning one or two summers before their Level I Small Boat Instructor course at age 17 or 18. Parents and other club members may also benefit by taking the Safe Powerboat Handling course.

Candidates for Level 1 Instructor must have experience in operating a safety boat to get their Level 1 certificate and this safe powerboat handling course meets that prerequisite. US Sailing has reported that new instructors often *do not have sufficient hands-on powerboat experience to pass the Level 1 course* without a follow-up plan for improvement. So be sure to evaluate the powerboat handling skills of the instructors you hire and schedule them in the spring for this course if you think they need to hone their powerboat skills.

Full details of the Safe Powerboat Handling program is at the US Sailing website, complete with calendars of courses now scheduled in Stamford CT, Bronx NY, Oyster Bay NY and other sites, plus lists of certified instructors by region if you want to run a course at your own club.

http://training.ussailing.org/Learning/Small_powerboat_handling.htm

And if your club hosts JSA events there is a special module for Safety and Recue that may be combined with Powerboat Handling to assure that all powerboat operators on the race course are properly trained.

Your club may also consider training developing an in-house Safe Powerboat Handling instructor resource by training club staff or club members through the Powerboat Instructor course. We know of some programs in on the sound, such as Pequot and Pettipaug yacht clubs in Connecticut, which offer Safe Powerboat Handling courses taught by their own members. Having this local instructor resource may allow easier course scheduling and be an added source of revenue for your club.

Safe Powerboat Handling

What is Safe Powerboat Handling?

Safe Powerboat Handling is the standard for hands-on powerboat training and is the only nationally recognized program of its kind.

This one or two day **on-the-water course is for anyone** who wants to learn how to safely operate a powerboat or improve their on-the-water boat handling skills. The National Association of State Boating Law Administrators (NASBLA) has approved the course which also meets the boating safety certificate requirements in New York, New Jersey and Connecticut. The course is taught by a US Powerboating certified instructor.

Topics covered include:

- Safe boat operation
- Docking
- Anchoring
- Person in Water Recovery
- Marlinspike seamanship (knots, coiling and heaving line)
- Navigation rules
- Navigation aids
- Safety equipment
- Rendering assistance
- Emergency procedures

The topics are covered using a variety of techniques in the classroom and dockside, emphasizing **on-the-water practical application of all skills**.

Who can benefit from Safe Powerboat Handling?

- **Level I Instructor Candidates** - JSA of LIS recommends Safe Powerboat Handling to all Instructor Candidates prior to their Level I Instructor Course.
- **Counselors In Training** - Southold Yacht Club used the Safe Powerboat Handling course for 13-15 year old Counselors In Training to provide them with the techniques they can practice all summer.
- **Junior Sailing Program** - Indian Harbor Yacht Club used Safe Powerboat Handling as an option for their 10 year old+ junior sailors during their summer sailing program.
- **Staff Training** - Camp Chingachgook in Lake George, New York provided staff training to all their waterfront and senior counselors so that more employees were approved and able to jump in a boat and help out.
- **Program for Adult Club Members and Families** - Nyack Boat Club and Cold Spring Harbor Beach Club have used Safe Powerboat Handling as a weekend program for their adult members and their children.
- **College Credit** - SUNY Maritime College teaches Safe Powerboat Handling to its cadets as a one credit Physical Education course.
- **USCG Launch Tenders License** - Safe Powerboat Handling Courses taught at SUNY Maritime College, Landfall Navigation and The Waterfront Center also meet the requirements for USCG Limited Masters or Limited OUPV Launch Operators License.

Where can you attend a Safe Powerboat Handling Course?

1. Sign up for a course scheduled in your area.

Master Course List on www.USPOWERBOATING.com Course Calendar

Location	Web Site	Contact
Pettipaug Sailing Academy (Essex, CT)	www.pettipaug.com	Paul Risseeuw 860-767-1995 PRisseeuw@aol.com
Mystic Seaport (Mystic, CT)	www.mysticseaport.org	860.572.5322 reservations.desk@mysticseaport.org
Landfall Navigation Marine Training Center (Stamford, CT)	www.marinetrainingcenter.com	Marty Liljequist 203-487-0775 x21 director@marinetrainingcenter.com
The Waterfront Center (Oyster Bay, NY)	www.thewaterfrontcenter.org	516-922-SAIL (7245) info@thewfc.org
SUNY Maritime College (Bronx, NY)	www.sunymaritime.edu/waterfront	Margaret Poppiti 718-409-5988 mpopitti@sunymaritime.edu

2. **Host a course at your facility:**

You provide a classroom and 1 boat for every 2-3 students and we will provide instructor, textbooks and certification.

Contact: Rob Crafa
E-mail: rcrafa@sunymaritime.edu
Phone: 718-409-7460

3. **Certify your own US Powerboating instructor to run courses at your site!**

US Powerboating Instructor courses are forming in the Long Island Sound area for spring/summer. Check <http://training.ussailing.org/Teaching.htm> training calendar.

Contact: Jennifer Davies, Powerboat Training Manager
E-mail: JenniferDavies@ussailing.org
Ph: 401-683-0800

Safe Powerboat Handling – Launch Tender Course

(USCG Limited Masters or Limited OUPV License - U.S. Coast Guard Approved)

At Landfall Navigation (Stamford, CT), The Waterfront Center (Oyster Bay, NY) and SUNY Maritime College (Bronx, NY) participants can improve their on-the-water boat handling skills and earn a U.S. Coast Guard Limited Operator of Uninspected Passenger Vessels or Master of Self Propelled Vessels engaged in **launch tender service** upon inland waters (not more than 1/2 nautical mile from shore). This license is designed for those working at yacht clubs, marinas, camps, and community waterfront centers as a launch driver, sailing instructor or camp counselor. This course covers safe boat operation, docking, anchoring, marlinspike seamanship (knots, coiling and heaving line), navigation rules & navigation aids, safety equipment, emergency procedures, rendering assistance and a host of other areas. The topics are covered using a variety of techniques in the classroom and dockside, emphasizing on-the-water practical application of all skills.

The United States Coast Guard and National Association of State Boating Law Administrators (NASBLA) have approved this course which also meets the boating safety certificate requirements in New York, New Jersey and Connecticut. Upon successful completion of this course and a 50 question multiple choice written exam you will receive a SUNY Maritime College certificate which exempts you from USCG exam when applying for a Limited Masters or Limited OUPV (Launch Tender) License. Course completion or exam certificate allows recipient twelve (12) months to submit USCG License application.

License Requirements:

	Limited OUPV	Limited Masters
Description	Operate uninspected passenger vessels/launch (OUPV) carrying no more than six (6) passengers (6-pack) in a limited geographic area	Operate inspected passenger vessel/launch carrying seven (7) passengers or more in a limited geographic area
Age	17 years of age	18 years of age
Sea Time	90 days (4+ hours/day) of self-documented sea time, 90 days in last three years	120 days (4+ hours/day) of self-documented sea time, 90 days in last three years
Application	Application Form	Application Form
	Physical exam including eye exam	Physical exam including eye exam
	Drug Test	Drug Test

Instructor: USCG Licensed Captain

Age Group: 17 - adult

Group Size: 6 - 12

Time: 9 a.m. – 6 p.m.

Fee: \$300/per person (\$325/per person if less than two weeks before course), includes:

- Books and other teaching aides
- Safety equipment
- Classroom and on-the water instruction
- US POWERBOATING Safe Boating Certification
- SUNY Maritime College 16-hour Launch Tender Completion Certificate

Certifications:

- New York, New Jersey or Connecticut Boating Safety Certificate
- US Powerboating Safe Boating Certificate
- SUNY Maritime College 16-hour Launch Tender Certificate

Additional fees paid directly to government agency upon completion of the course:

- Lifetime State Boating Safety Certifications (\$10 for New York State, \$50 for Connecticut)
- Transportation Workers Identification (TWIC) Card (\$132.50)
- USCG license application fee (\$150)

Safe Powerboat Handling - Launch Tender Course Location & Dates:

Master Course List on www.USPOWERBOATING.com Course Calendar

Location	Web Site	Contact
Landfall Navigation Marine Training Center (Stamford, CT)	www.marinetrainingcenter.com	Marty Liljequist 203-487-0775 x21 director@marinetrainingcenter.com
The Waterfront Center (Oyster Bay, NY)	www.thewaterfrontcenter.org	516-922-SAIL (7245) info@thewfc.org
SUNY Maritime College (Bronx, NY)	www.sunymaritime.edu/waterfront	Margaret Poppiti 718-409-5988 mpopitti@sunymaritime.edu

SAFETY BOAT SKILLS SELF-ASSESSMENT FORM

Listed below are the powerboat handling skills you will be expected to successfully perform at the instructor course, in conditions that may include heavy winds and seas. Rate your skill level by checking the appropriate box.

	<u>Skilled</u>	<u>Some skill</u>	<u>No skill</u>
With boat at dock, all systems off, fuel line disconnected or shut off—			
1) Check all items on Guidelines (see reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Get boat underway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Familiarize with throttle, shift and steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) In open water, execute high speed and controlled speed boathandling as directed by evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Anchor boat, cast off anchor line with float attached to end of anchor line, return and recover anchor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Secure boat, unassisted, to mooring buoy by passing line through buoy ring and cleating back to safety boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Position boat upwind or upcurrent of buoy facing downwind/downcurrent. Hold boat close to buoy by throttle, shift & steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Rotate boat in own length with throttle, shift & steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Retrieve a flotation device (simulating overboard rescue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Land alongside a moored boat and retrieve an item from it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) Land alongside dock facing downwind or downcurrent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Turn boat around at dockside using only lines and fenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Moor boat in starting position for long stay. Shut down engine and systems, disconnect or turn off fuel line, and stow equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The powerboats I am most familiar with are:

<u>Type/Design</u>	<u>Length</u>	<u>Horsepower</u>	<u>Activity/Use (i.e. launch operator, water skiing, fishing)</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Based on the above, I judge my safety boat handling skills to be:

- Highly skilled. Anticipate no problem passing on-the-water testing.
- Skilled, but may need some brushing up in areas indicated.
- Skills rusty; not sure can perform required skills; need considerable practice.
- No or little experience in safety boat handling. Need to seek training prior to course.
(A list of Safety Boat Operator Prep Courses is available from the Training Office)

I have assessed my powerboat handling skills objectively. I fully understand the performance guidelines, and acknowledge that inability to perform the required skills could affect my successful completion of the instructor course.

Instructor Candidate Signature

SAFETY BOAT OPERATION SKILLS TEST

1. Start test with the boat moored to a dock, all systems off, and fuel line disconnected or shut off.
2. Get boat underway, having made all checks on separate Guidelines.
3. Familiarize with throttle, shift and steering.
4. In open water, high speed and controlled speed boathandling as called by evaluator. Show particular awareness before, during and after turns.
5. Anchor boat, cast off anchor line with float attached to end of anchor line, return and recover anchor.
6. Driver, unassisted, secures boat to a mooring buoy by passing line through buoy and cleating back to safety boat.
7. Position boat upwind or upcurrent of buoy facing downwind/downcurrent. Hold boat close to buoy by coordinating throttle, shift and steering.
8. Perform a pivot turn by rotating boat in own length with throttle, shift and steering.
9. Retrieve a floating object (but not a PFD) to simulate an overboard rescue.
10. Land alongside a moored boat and retrieve an object from moored boat.
11. Land facing downwind or downcurrent at a dock.
12. Turn boat around dockside using lines and fenders only.
13. Secure boat in starting position for long stay. Shut down engine and systems, disconnect or turn off fuel line, and stow all equipment.

SAFETY BOAT GUIDELINES

1. Weather forecast.
2. Tidal predictions.
3. Up-to-date charts on safety boat (Note: U.S. Coast Guard's Notice to Mariners continuously reports changes on charts).
4. Compass.
5. Fuel onboard.
6. Firefighting equipment as per U.S. Coast Guard regulations.
7. Basic equipment onboard: PFDs, engine tools and spares, oars/paddle, towlines, anchor and anchor line.
8. Drain plugs securely fastened.
9. Bilge pumped out.
10. Outboard engine is in correct down position.
11. Blower on before starting.
12. Follow starting instructions.
13. Check water discharge on water-cooled engine.
14. Warm up engine for 1-2 minutes.

US SAILING Training Program for Small Boat Sailing

Check for latest updates at http://training.ussailing.org/Teaching/Small_Boat_Instructor_Certifications.htm
select "Small Boat Level 1 Instructor"

Small Boat Sailing Level 1 Instructor Course Goals

The US SAILING Small Boat Sailing Level 1 Instructor Course, is a 4-day, 40-hour course designed to provide sailing instructors with information on how to teach more safely, effectively, and creatively. The goal of the program is to produce highly qualified instructors, thereby reducing risk exposure for sailing programs. Topics covered in the course include: classroom and on-the-water teaching techniques, risk management, safety issues, lesson planning, creative activities, ethical concerns, and sports physiology and psychology.

Registration is on a first pay basis. This is a 4-day, 40-hour course. Attendance at all course sessions is mandatory. Absence from any portion of the course excludes the instructor candidate from evaluation.

Prerequisites for entrance into the course

- Experience in sailing small boats, such as prams, dinghies, multihulls or daysailing keelboats.
- Experience in operating a safety boat. This skill will not be taught at the course. Instructor Candidates lacking adequate experience should either seek opportunities for practice or attend a US SAILING [Safe Powerboat Handling Course](#). Candidates not passing this portion of the course or other tests will receive a Plan of Improvement, re-testing for which carries a fee of \$50.
- Ability to swim 50 yards both with and without PFD. The accepted swim strokes are: front crawl, breaststroke, side stroke, elementary backstroke, back crawl and butterfly, as defined by the American Red Cross. Floating and treading water are not considered to be swimming strokes, and sculling or finning as a way of moving through the water while floating or treading is not considered to be a swimming stroke.
- Ability to exhibit appropriate personal and interpersonal skills.
- Current US SAILING Adult Individual Membership or a family membership with only 1 instructor in the family.
- Completed course registration form accompanied by appropriate course fees (and any late charges)
- Completed US SAILING Medical Form and Safety Boat Skills Self-Assessment Form provided to Instructor Trainer at the start of the course. These will be sent to you upon receipt of your course registration.
- National Association of State Boating Law Administrators (NASBLA) Safe Boating certification. Earn your certification at one of US SAILING's [Safe Powerboat Handling Courses](#) or [see a current list of approved providers](#). BoatUS is also a simple resource for this information, although not all states have approved their course. [See available BoatUs online courses](#). Candidates holding a current USCG full or limited Master's or OUPV license are exempt from this requirement. Candidates have a responsibility to meet the boating laws of the state where the course is being held prior to being able to operate a powerboat in conjunction with the course. This is a new requirement. Please bring your certificate to the course.

Successful completion of the course includes:

- Passing the following practical and written tests administered at the course; a positive evaluation must be attained in certain areas. The practical and written tests each stand on their own, and each must be passed in order to pass the course. The determination as to whether a candidate passes or fails rests with the Instructor Trainer. In addition to Pass or Fail, a third option is a Plan of Improvement. Re-testing for Plans of Improvement carries a \$50 re-testing fee; re-tests are scheduled with specific representatives of US SAILING and must be performed within a specific time frame.
- Sailing Skills Practical Test: Execute, with comfort and confidence: Rigging, leaving a dock/beach, starting, stopping and speed control, safety position, getting out of irons, sailing backward, tacking, jibing, steering with sails and weight, proper sail trim, judging laylines, capsize and overboard recovery, returning to dock/beach, unrigging.
- Safety Boat Operation Skills Practical Test: Execute, with comfort and confidence: system, equipment and starting checks, leaving and docking, high and low speed maneuvering, holding position upwind/upcurrent, backing, pivot turn (360 degree turn within boat's length), anchoring and/or making fast to a mooring, overboard recovery and landing alongside a moored boat. (Tip: [view animations of maneuvers](#))
- Swim/PFD Practical Check: Swim 50 yards in instructing clothing both with and without a PFD, tread water two minutes while performing a minor task (such as tying a knot). The accepted swim strokes are: front crawl, breaststroke, side stroke, elementary backstroke, back crawl and butterfly, as defined by the American Red Cross. Floating and treading water are not considered to be swimming strokes, and sculling or finning as a way of moving through the water while floating or treading is not considered to be a swimming stroke.

- Marlinspike/Seamanship Practical Test: Demonstrate ability to tie the following knots and hitches: Figure-8, bowline, square knot, sheet bend, clove hitch, two half hitches, rolling hitch, cleat hitch. Also coil and throw a line. (Tip: check out this "[animated knots](#)" website)
- Personal and Interpersonal Practical Skills: Demonstrate professional conduct, an open-minded, positive and enthusiastic attitude, appropriate appearance (clothing, footwear and tidiness), participation in discussions, collaboration skills/team player, confidence and ease of manner.
- Classroom Presentation Practical Skills: Demonstrate lesson preparation, with clear, logical and accurate content, good voice enunciation/clarity/volume/pace/pitch, good non-verbal communication (gestures and body language), effective visual aids, good timed presentation(s) with introduction, conclusion, demonstration, clarity and use of notes, use of multiple pathways techniques, and ease in handling questions.
- Land Drill and Water Drill Teaching Practical Skills: Demonstrate good class positioning, control and positioning of safety boat, demonstration skills, effective on-the-water communication, evaluation, and feedback technique.
- Written Exams: Three closed-book exams on the Small Boat Level 1 Instructor Manual, Teaching and Coaching Fundamentals and Basic Powerboating, Safety and Rescue. A passing grade of 80% is required on all exams.
- Attendance at all portions of the course. This is a 4 day, 40 hour course. Attendance at all course sessions is mandatory. Absence from any portion of the course excludes the instructor candidate from evaluation
- The Instructor Trainer's overall evaluation.

Training materials

There are approximately 600 pages to read, so plan on studying prior to and each night of the course.

- *Small Boat Sailing Level 1 Instructor Manual*
- *Teaching and Coaching Fundamentals for Sailing (TCF)*
- *Basic Powerboating, Safety and Rescue* manual
- *Learn Sailing Right!* student book
- Review questions for the Instructor Manual/Learn Sailing Right, TCF and Powerboating tests.
- Other handouts and course information as applicable.

Validation of Small Boat Sailing Level 1 Instructors

Validation will be for three years providing First Aid, CPR, and US SAILING Adult membership are kept current. Instructor validation is renewable. Visit the website or contact the office for more information.

- Current First Aid and Adult CPR. We will accept First Aid and CPR from the American Red Cross, American Heart Association, or providers approved by the U.S. Coast Guard. [See the current list.](#) Additionally, a state licensed EMT or M.D., whose CPR certification is renewed annually is also accepted.

Minimum age limit for Small Boat Sailing Level 1 qualification

- All Candidates must have reached their 16th birthday prior to the start of the course

To attend a US SAILING instructor course, the instructor candidate must be at least 16 years old as of the first day of the course. Upon successful completion of an instructor course, the 16 year old will be designated a Sailing Assistant until turning 18. The Training Office may then be contacted to obtain an instructor's certification card.

Please be aware that forging/lying about your age is a violation of the terms of this registration and is grounds for revocation of any or all US SAILING certifications.

Course fees

- Small Boat Sailing Level 1 Instructor Course fee: \$345; \$20 discount for registrations 4 weeks prior to course date; \$55 late fee for registrations within 1 week prior to course date

Cancellation policy

- Course fees are nonrefundable.
- For cancellations more than four weeks before the course date, the fee is transferable to another course.
- For cancellations within the four week period, half of the course fee will be transferable to another course.
- For cancellations with less than 24 hours notice (before the start of the course) or no-shows, 100% of the course fee is forfeited.

Register

Register securely [online](#) or by using our [printable registration form](#).

All courses are subject to cancellation until minimum enrollment is met

BOO-YA! Instructor Boot Camp

What to do with your training time...

If you're not doing it now, you **MUST** gather your staff for a pre-camp training period. I do a 4-day, paid "training week" that is mandatory to my staff.

WHY?

I use the week to instill a task-oriented, creative and motivating atmosphere. I work right along side and coach my staff through the responsibilities I give them. I find that if they perceive I'm working hard, they'll work hard... lead by example! I like to monitor their reaction to the stressors, which helps me gauge what they have to contribute to the success of this summer's camp.

3-Minute Manager: Here's your task, this is why it's important, here's why I assigned it to you, it should be done by...

Things that need to get done the week before your program starts:

Tangible:

Lesson Plans! Paperwork, Instructor Responsibilities, Review job descriptions, Motorboats (drive, gas, clean), Sailboats (launch, sail, fix), Local Waters (Learn- tides, currents, shallows, narrows, traffic, hazards), Safety Inspection (kid-proof the place, FA kits) , Emergency chain of events (Who does what when? Test them! Role play), Safety info: (Post it, review it. Review it again). Waiver/Incident book

Intangible:

Bonus & Bonding time – You may have college rivals or enemies on your staff. Or best friends who need to expand their horizons. Fun stuff: Feed them lunch each day (burrito place, subway), Paramount's Great America, Discuss Paid Day Off (when?), Dinner at Jay's BBQ pit. Sailing big boat on Weds nite.

The Ugly Stuff: Dividing up the daily closing responsibilities:

- Garbage Guru – empties food trash to keep ants away.
- Minister of the Interior – Picks up boathouse, lifejackets, lost & found, checks bathrooms.
- Motorhead – Checks whalers, gas, oil, keys, secure.
- Hose Beast – Supervises hose use, squeegees water out of boathouse, helps FJ's under door.
- Public Relations Agent(s) – Greet campers at the entrance, keeps checklist.
- Armada Manager – Checks over 420's, plugs out, sails/tillers out, tied down.

Amy Gross-Kehoe
Director of Sailing, Stanford University
akehoe@stanford.edu

Thursday, January 13 4:15pm

Boot Camp Training Week for Stanford Sailing Camp Staff

Tuesday: General overview & set-up

- Bagels – they show up on time when they don't have to stop for food!
- Introductions
- Instructor Expectations (respect, behavior, dress, language – role model!!)
- Site tour – How I want each day to go.
- Facility inspection, (ask instructors to really look around, what they'll find will surprise you!)
- Make repairs to boats.
- Stuff envelopes
- Shop! Teaching supplies, parts.
- Subs for lunch
- Plan Practice/Rig
- Launch/Sail – learn area! Learn boats! Learn launch ramp!
- Drive Motorboats
- Wash Sailboats
- Organize Sails (fix, if necessary)

Wednesday: SAFETY!!

- FA/CPR Day! Bring in instructor. Certify all.
- Review emergency procedures.
 - o Chain of command. Cover your class. Who does what when?
 - o Walk through a situation (from last year).
- Read medical forms (privacy issues).
- Dinner & Sail Sequoia YC Beercan race!

Thursday: Putting it all together...

- Make signs (Off-limits, scoop capsizes, rolling sails, putting boats away, rules.)
- Design curriculum
- Plan first day/week.
- Clean/gas motorboats.
- Inspect lifejackets.
- Motor the corkscrew, shallows.
- Sail (if windy).
- Paramount's Great America (*I buy tickets, they buy dinner*)

Friday: Final prep (*I leave it open in case there are things that need to be done*).

- Prepare for Monday
 - o Critique each other's chalk talks.
 - o Get lines, boats, sails ready for Monday & Tuesday.
- Powerwash ramp
- Fix docks, re-carpet.
- Lunch together & leave early

Instructor Recertification

<http://training.ussailing.org/Teaching/Recertification.htm>

Basic Recertification Requirements

US SAILING Instructor Certifications are valid for three years. Instructors need only recertify at the highest level of certification they have achieved within each program. For example, if you hold Basic Keelboat and Cruising Instructor Certifications you only need to renew the Cruising Instructor Certification. If you hold Cruising Instructor and Level 2 Coach certifications, you need to renew both. This process is vital to ensure that you can continue to teach sailing without jeopardizing your sailing program's insurance by not holding current USSAILING Certification. For those of you who work for programs which issue US SAILING Student Certification, please note that you can only certify students if your Instructor Certification is current.

To recertify: (submit [secure recertification application](#)) or

1. Fill in the US SAILING [printable recertification application](#), noting courses taught during the past three years.
2. Send photocopies of current First Aid and CPR certification cards. **US SAILING can only accept courses that are on the [U.S. Coast Guard's approved list](#).** Please confirm that your CPR and First Aid are on the approved list and will be accepted before submitting your recertification application. Remember, your certification is not valid without current First Aid and CPR cards accompanying your current US SAILING Instructor Certification Card. Fax the copies to 401-683-0840, email them recert@ussailing.org , or mail them to PO Box 1260, Portsmouth, RI 02871. Phone 401-683-0800 with questions.
3. Hold current US SAILING Adult Membership. If your membership has lapsed, please [renew](#) your membership; this fee includes General Liability Instructor Insurance.
4. Enclose the recertification fee (charged to your credit card if you recertify online). If your recertification application is not accepted, your fee will be refunded. If you withdraw your application after submission, 1/2 of your fee will be refunded.

As soon as you successfully complete the above, your new US SAILING instructor card, hat, and any updated training materials will be sent to you.

Instructor insurance

http://training.ussailing.org/Teaching/Instructor_insurance.htm

US SAILING extends its Commercial General Liability and Marine Liability insurance to protect Certified Instructors (CIs). The policy provides defense coverage (if the CI is named personally) in a lawsuit for bodily injury or property damage caused by instructional activities. The expanded coverage under provider Gowrie, Barden & Brett provides a \$10,000,000 limit per occurrence if the CI is found legally liable for the damages. The coverage is an umbrella policy covering US SAILING and extending to all US SAILING certified instructors. In some cases, the insurance is primary and in some cases it is excess, as seen in the following examples:

- The CI is gainfully employed by a sailing school or yacht club. The primary liability coverage is provided by the employer. The US SAILING coverage is excess over any other valid and collectible insurance coverage.
- The CI volunteers or is paid to help run a US SAILING event. US SAILING liability insurance is primary.
- The CI is a sole proprietor or establishes a corporation or LLC and begins his own sailing school. US SAILING liability insurance does not apply. The CI must purchase his own insurance for the sailing school.
- The CI is not an employee but volunteers to help a community sailing center or yacht club run an instructional clinic. The yacht club or sailing center provides the primary insurance coverage, and US SAILING insurance is excess.

The US SAILING policy, like all insurance, does have exclusions. Automobile liability is not included. Injuries to the CI are not included unless the CI is employed by US SAILING. If the CI is an employee of a sailing school or yacht club, the worker's compensation coverage for the employer will respond to the CI injuries sustained on the job.

If the CI is employed by or volunteers for a yacht club or sailing school insured in THE BURGEE PROGRAM (endorsed by US SAILING and managed by Gowrie, Barden & Brett) chances are the insurance for the employer of the CI will adequately protect the CI. If the CI is named personally in any lawsuit for bodily injury or property damage to a third party, please notify the Training Director at US SAILING immediately.

In order to take advantage of this coverage, instructors must:

have successfully completed their instructor course, be current adult or family US SAILING members (one instructor per family membership), and have current CPR and First Aid certifications as approved by the US Coast Guard.

JSA Clinics and Alternate Activities

Insert clinics and activity announcements here

A number of clinics and activities are held for sailors each season. Some are sponsored outside of JSA in the preseason at locations such as Boston, Newport and Charleston. Others are in the JSA area during the season, including the Advanced Racing Clinic for Laser, Radial and C420 sailors prior to the Law Trophy regatta, the pre-Leiter Clinic prior to the Girl's Championship, various club sponsored clinics and alternate activity programs.

Look for the latest announcements posted on the JSA web site at **www.JSALIS.org** under the **Training, clinics, workshops, and resources** link and insert them here.

Clinics are also highlighted in yellow color in the JSA event calendar at **www.JSALIS.org** select the **Calendar** tab.

Adventures Available for Junior Sailors ages 12-18

The WaterFront Center invites your sailors to try out something new! Our Adventure Sailing programs are designed to further develop sailing skills while providing the opportunity for juniors to try out different boats in new venues. All programs can be tailored to your sailors' interests.

Adventure Sailing - Seamanship

Participants will learn to sail small keelboats with emphasis on cruising safety and seamanship. Groups will set sail aboard our 23' Sonars, Rhodes 19s or Islander 30' for adventures at sea, sailing in Oyster Bay, Cold Spring Harbor and Long Island Sound! Topics covered include: keelboat boat-handling; safety procedures and maneuvers; basic navigation; cruising and seamanship; teamwork and communication. For two-day programs, sailors will chart and sail a course to a destination and anchor overnight.

Open to sailors ages 12-18 with some sailing experience

Price: \$125 per person, per day

Schedule: 1 or 2 day programs available; Flexible dates based on availability

Housing: Housing available, or sleep on-board

Adventure Sailing - Seamanship and Survival

In addition to the sailing skills covered in the Adventure Seamanship Program, sailors will learn basic wilderness survival skills including: water collection and purification, basic first-aid and rescue skills, shelter building, and how to harness solar power. The first night will be spent at a host's home and for additional nights participants will sail to a 'deserted island' and put their skills to the test building shelters, setting up camp, cooking their own food, and collecting water to survive!

Open to sailors ages 12-18 with some sailing experience

Price: \$125 per person, per day

Schedule: 2 or 3 day programs available; Flexible dates based on availability

Housing: Housing, camp out or combination of both available

US SAILING Junior Basic Keelboat Certification Program

As a US SAILING sanctioned sailing school, WFC offers Keelboat Certification Programs for adults and juniors. Open to sailors ages 14-18 with any level of sailing experience, the Junior Basic Keelboat Program is a comprehensive course designed to build strong foundational keelboat sailing skills. A combination of classroom and on-the-water sessions focuses on practical sailing skills, safety, basic navigation and sail theory. Topics covered include: terminology, boat preparation and rigging, knots, wind awareness, boat-handling and sail trim, navigation, weather, and safety procedures and maneuvers. In order to receive certification, students will need to successfully complete a written test as well as on-the-water practical. This internationally recognized certification enables the sailor to operate a small tiller-steered keelboat in light to moderate breeze, allowing them to rent at many outfitters- an amazing accomplishment for any junior. Additionally, successful completion of this course prepares sailors to take Basic Cruising.

Open to sailors ages 14-18 with any level of experience

Price: \$645 per person, or \$745 per person staying overnight

Schedule: 4 days; Flexible dates based on availability - Consecutive days are not required

Housing: Housing available for consecutive day courses

Contact Dave or Alicia at the WaterFront Center for more information and to schedule your adventure!

Marine Exploration Available for Junior Sailors ages: Pre-K – 18

The WaterFront Center (WFC) invites all junior sailors and parents to take a closer look and explore the water you have been sailing on! We have pre-selected from our diverse menu of programs those which we can bring to you complete with all the materials needed. These programs are both successfully illuminating and educational for your children. We supply all the materials while you simply supply the enthusiastic participants.

All programs are completely customizable to suit the length and content of your particular needs. Please call to discuss any of our programs with our Education Department: (516) 922-7245 Ext. 24. If you would like to view additional program information or wish to view our entire program catalogue, visit our website: www.theWaterFrontCenter.org

Pre-K through 3rd Grade

Stars of the Sound (Pre-K through 3rd)

Find out why sea stars are not fish and learn all about their unique and amazing abilities! Learn by observing live local sea stars finish by creating your own textured sea star craft.

Seashells to Sea Creatures (Pre-K through 3rd)

While reading a story a collection of shells that match the book is created, helping children begin the identification process before they go "shelling". Students use their senses to compare and contrast shells based on texture, shape, color and size. Connections are made from the non-living to the living as children explore a touch tank of local marine organisms.

Water Everywhere (1st grade through 3rd)

Learn about the water cycle and the importance of water conservation. Through hands-on experiments, students investigate the differences between salt water and fresh water and visually explore the effects different sources of pollution have on bodies of water.

Pre-K through Adult

Horseshoe Crabs – Our Living Fossils (Pre-K through Adult)

Learn about one of the oldest living species of animals found on the Earth today. Find out how horseshoe crabs have evolved for over 350 million years! Why they are an important medical resource. Students examine these living fossils and discover the important role they play in their environment and in our lives.

Touch Tank (Pre-K through Adult)

Students are introduced to a variety of marine organisms typically found at the bottom of the Oyster Bay National Wildlife Refuge and the Mid-Atlantic Region.

Harbor Habitats (1st grade through adult)

** Applicable if you have the appropriate beach site/wetland location that is readily accessible for program participants.*

Explore and compare the three major habitats along the shoreline and the tidal salt marsh. Dip nets are used to discover what plants and animals make these habitats their home. Identify adaptations used by these animals as a touch tank of local marine life is provided for in-depth exploration.

4th Grade through Adult**The Oyster in Oyster Bay** (4th grade through Adult)

Students discover and describe the life cycle of the oyster, its adaptations, and dependence upon the environment. In teams, students dissect an oyster to identify external and internal anatomy. A twenty-minute video, *The Oyster in Oyster Bay*, can be sent to view prior to our visit or be shown during the actual long program.

Estuary Ecology (4th through Adult)

Students work together to establish a basic understanding of the concepts of ecology. They observe organisms from Oyster Bay first-hand from a live touch tank and discover how they interact. Graphing skills are employed as students follow the history of the oyster and its changing population.

Biology of Plankton (4th through Adult)

Slide preparation, microscope skills and inquiry are the tools used in this hands-on investigation. Working in small groups, students identify characteristics and discuss the life history, ecology and classification of various species of plankton.

I2 YDF

"BIG BOAT" SAILING & MATCH RACING OPPORTUNITIES FOR JSA CLUBS AMERICAS CUP CLASS I2m YACHTS MAY 15- OCTOBER 31, 2012

Classic I2m Yachting Experience

Departure: Greenwich, CT or Home Yacht Club - Availability - Up to I2 patrons per I2m - > Donation



Sit back and leave the driving to your experienced crew of veteran I2m sailors as we "power up" the sails for a breath taking ride out into Long Island Sound. You'll sail along the spectacular islands and coastlines like Oyster Bay, Cold Spring Harbor, and Rye, NY on a grand circle route back to your home port or Greenwich, Ct.

EXPERIENCE: Leisurely

ROUND TRIP TIME: 2.5 HOURS

PREPARATION: Dress for weather and offshore conditions - wind, sun and spray

"Hands On" I2m Racing

Departure: Greenwich, CT or Home Yacht Club - Availability - Up to I2 patrons per I2m - > Donation



Experience "**hands on**" the speed and power of an America's Cup I2m yacht powering up in Long Island Sound off your club or Greenwich Connecticut. You'll learn first hand the various crew positions under the guidance of experienced veteran I2m sailors and get a chance to drive and helm one of the fastest racing yachts money and technology could build in its day.

EXPERIENCE: Active

ROUND TRIP TIME: 3 HOURS

PREPARATION: Dress for weather and offshore conditions - wind, sun and spray

"Team Based" I2m Match Racing or Seasonal Interclub Match Race Series

Departure: Greenwich, CT or Home Yacht Club - Availability - Up to I2 patrons per I2m - > Donation



Experience America's Cup style "Match Racing" aboard the "Grand Prix" America II US42 and British America's Cup Challenger Lionheart K18 for an unmatched "**hands on**" - off shore adventure. You and up to 24 of your team will enjoy the guidance of former America's Cup veterans' while match racing around marks set along the Connecticut and Long Island coastlines near your club or from Greenwich, CT., and Oyster Bay, NY.

EXPERIENCE: V. Active

ROUND TRIP TIME: 4 HOURS

PREPARATION: Dress for weather and offshore conditions - wind, sun and spray

I2m Yacht Development Foundation - www.I2mYDF.com - patrick@I2mYDF.com - 203-656-1182

12 YDF

America's Cup Class 12m "Big Boat" Sail Camps & Match Race Clinics Added Value Junior Sailing Program Opportunities for JSA Clubs Sailing Season May 15-October 31, 2012

12m Yacht Development Foundation will work with you and your program through its 12m Sail Camps and Match Race Clinics to provide your kids with an exciting opportunity to learn from the pros how to drive, match race and sail on the ultimate training platform – the America's Cup Class 12m Yacht! Our team of America's Cup veterans and other top sailors, designers, and builders have put together an exciting hands on curriculum that will provide your Yacht Club and Junior Sailing Program with a safe and unmatched opportunity to integrate our 12m "Big Boat" Sail Camps & Clinics safely and successfully for added value into your existing program. Our professional staff of instructors with years of 12m sailing and America's Cup experience will provide your program with the safe sailing fundamentals and specific know how of "team based" 12m sailing. Your Junior Sailors and Instructors will be briefed and learn the ways and language of America's Cup match racing and take over the helm, grinders, sails and navigation of an America's Cup 12m yacht. The team will be handling the same winches and running the same helm that America's Cup crews used in the 12m Cup years.



Part I: Classroom and Dockside Orientation

*Brief History of the America's Cup Class 12m
Match Racing traditions.*

- *Basic 12m Sailing Principles*
- *Our crew will take the team through a fun, interactive, succinct introduction to 12m sailing*
- *Safety Orientation*

Part II: Getting Underway

12m preparation and start Rigging- sails up

- *Using the winches and coffee grinders*
- *Helm,*
- *Navigation, strategy & tactics*

Part III: 12m Sailing Curriculum: Conducted from your Yacht Club or our home port in Greenwich, CT. Learn 12m Station Assignments and Crew Positions

BOWMAN - He is a combination acrobat/wrestler who lives on the bow of the Twelve and who handles the power-plant -- the big headsails. He sets the genoas and spinnakers, changes sails and jibes the spinnaker. He guides the bolt ropes, halyard shackles and tacks of the sails. During jibes, he puts the spinnaker guy onto the pole. He is the man called upon to go up the mast or climb out onto the spinnaker pole when necessary. He guides the helmsman at the start or whenever his boat approaches another Twelve.

PITMAN - He helps prepare the sail sets and helps with the dropping and changing of sails. He clears the halyards and clue shackles. He hoists the sails when they are set and crosses over the spinnaker pole on the jibes. He is usually responsible for all the sails below deck, including preparation of the spinnakers. When close-hauled, the pitman helps grind.

MASTMAN -- He runs all the winches at the base of the mast and jumps the halyards, the spinnaker pole downhaul and topping lift. When tacking, he takes up the tacking line when the boat comes about, works the hook when setting or dropping the mainsail and helps with the hydraulics.

GRINDERS -- These are the sweatogs of the crew, recruited for sheer muscle-power and quickness of hand. They drive the genoa winches, aided by 12- speed coffee-grinders. They are more or less fixed on the boat except when

they help with sail sets or take-down on heavy days. When the boat is beating, they work together on the leeward drum. When running, they work separately on the sheet or the guy.

TAILERS -- These men combine physical skills with sailing judgment. They call the sheet lead adjustments for the genoa when beating and the spinnaker when sailing downwind. They stay in constant contact with the mainsheet trimmer. They guide the helmsman on sail trim and the electronic readouts. They adjust the travelers and help work the running backstays.

MAINSHEET TRIMMER -- He trims and controls the enormous main triangle with his own winch and runs the hydraulics and several small pieces of tackle. He works with the helmsman to strike the correct helm balance and with the tailers in maintaining overall sail trim.

HELMSMAN -- The helmsman steers the boat and provides the link between the boat and the crew. On prestarting sequences, he reacts by instinct to the other boat. Most of his decisions later are based on information from tactician and navigator. Together, they are the "afterguard" of the boat.

TACTICIAN -- His eyes are constantly on the course. He is looking constantly ahead of the boat for wind shifts and at the opponent. He takes information from his navigator and the onboard computer and suggests tactics to the helmsman. On some boats, he also works the winch for the running backstay.

NAVIGATOR -- He takes care of the other running backstay, and usually is in charge of the computer. He keeps any needed technical information flowing to the crew and keeps track of the heading, position on the course and the location of the next mark. On some boats, he will help winch the mainsheet and even help on the bow in sail changes.

Part IV: Introduction to America's Cup I2m Match Racing

- o Your team will complete the same maneuvers as the America's Cup teams did
- o Tacking practice and timed tacking challenge
- o Practical "hands on" reiteration of I2m sailing knowledge from Part I
- o Instructors will review sailing terms, maneuvers, and tactics while you perform them
- o Helmsmanship – Summary of I2m Skills & Fundamentals

Part V: Shipshape and Wrap-up: motoring back in to home port.

- o Unrigging and folding the sails
- o Docking and tidying lines
- o Dockside wrap-up

I2m Sail Camps, Clinics, Match Racing and Interclub Match Race Programs
- **Suggested single, multi-day, and season long series opportunities.**

I2m "Big Boat" Sail Experience

Target Group: Experienced Opti and Pixel sailors

- Experience the thrill of sailing aboard an America's Cup yacht from your home dock
- 3hr sail for up to I2 junior sailors and their instructors
- Includes on land I2m orientation, on water sail, with 3 experienced supervising crew.
- I2mYDF Signature gear, commemorative photos optional.
- 1 - America's Cup I2m Yacht
- Capacity I2 per session, 1-3 Groups per day, AM/PM Sessions available
- **Tax Exempt Donation pp or Whole Group Patron Sponsored - Please Inquire**

I2m "Big Boat" Sail Clinic

Target Group: 14 – 18 year old junior sailors

- Half day course and sail for I2 sailors on one America's Cup I2m Yacht at your club or our docks
- 1 hr in class I2m orientation with course book,
- 3 hr on water "hands-on" experience. with 3 experienced supervising crew.
- I2mYDF Signature gear, commemorative photos optional.
- 1 - America's Cup I2m Yacht
- Capacity I2 per session
- Morning or Afternoon Sessions available
- **Tax Exempt Donation pp or Whole Group Patron Sponsored -: Please Inquire**

I2m “Big Boat” Sail Camp

Target Group; 14 – 18 year old junior sailors interested in a full day of I2m sailing

- Full Day session for I2 jr. sailors on one America’s Cup I2m Yacht at your club or our docks
- 1 morning and 1 afternoon one-hour land classes with course book
- 2 three-hour “**hands on**” sessions off shore, with 3 experienced supervising crew.
- I2mYDF signature gear, commemorative photos optional
- 1 America’s Cup I2m Yacht
- Capacity I2 per session
- Morning and Afternoon Sessions available
- **Tax Exempt Donation pp or Whole Group Patron Sponsored : Please Inquire**

I2m “Big Boat” Match Race ½ Day

Target Group; 14 – 18 year old junior sailors interested in experiencing the thrill of match racing

Great for intra or inter yacht club groups

- Half day course for up to 24 junior sailors on two America’s Cup I2m yachts at your club or our docks
- One-hour on-land class I2m orientation with course book
- 1 three-hour “**hands on**” session off shore, with 2 x 4 experienced supervising crew.
- I2mYDF signature gear, commemorative photos optional.
- Match race pair of 2 America’s Cup I2m Yachts
- Capacity 24 per session or I2 per boat
- 1-2 groups per day -Morning or Afternoon Sessions
- **Tax Exempt Donation pp or Whole Group Patron Sponsored : Please Inquire**

I2m “Big Boat” Interclub Match Race Experience

Target Group: 2 – 4 neighboring Yacht Clubs Match race pair of America’s Cup I2m Yachts!

- Full Day session- for 24 - 48 junior sailors on two America’s Cup I2m yachts at your club or our docks
- 1 morning and 1 afternoon one-hour land classes with course book
- 2 three-hour “**hands on**” sessions off shore featuring multiple match races using round-robin format
- 2 x 4 experienced supervising crew.
- I2mYDF signature gear, commemorative photos optional.
- Capacity 48 per session – up to I2 per boat
- Up to 4 groups per day - Morning and Afternoon Match Racing
- Race committee and tenders supplied
- **Tax Exempt Donation pp or Whole Group Patron Sponsored pp: Please Inquire**

All patron donations to I2mYDF are tax exempt as allowable by law under IRS Code- 501c3

About the I2m Yacht Development Foundation [I2mYDF]

I2mYDF was established in late 2006 in Greenwich, Connecticut as a 501(c) (3) tax exempt charitable trust and “living museum” for the “**acquisition, restoration and preservation of historic America’s Cup Class I2metre yachts and their racing heritage**”. All contributions from patrons and benefactors wholly support and directly assists the foundation’s goal to foster appreciation of the rich maritime history behind the America’s Cup Class I2 meter yachts by providing the “**hands on**” thrill of actual I2m sailing, match racing, as well as their ongoing restoration and preservation. The foundation’s philosophy is to maintain these proud yachts as working boats in order to make them available to a wide variety of patron interest groups, including sailing enthusiasts, corporate and business organizations, schools, charitable events, as well as youth sailing programs and yacht clubs.

To learn more about I2mYDF, our I2m Sail Camps and Clinic options or to custom design a America’s Cup Class I2m Sail, Match Race, or Interclub Match Race Series for added value and excitement for your Junior Sailing Program, please contact any one of our member/patrons or:

Patrick J. Sikorski

Executive Director / Trustee

I2m Yacht Development Foundation

T: 203-656-1182 - C: 203-918-5271

E: patrick@I2mYDF.com

W: www.I2mYDF.com

JSA Activity Guide ~sharing at its very best

This guide is an initiative of the JSA in partnership with SUNY Maritime.

It is intended to be a resource manual of fun, no-wind and rainy-day activities. We know that over the years each of our programs has developed a collection of such activities and contacts. From field trips to scavenger hunts, to pirate days to Olympic events, there are an endless assortment of games, crafts, trips and activities that are already a part of many programs. In order to enable our membership to collectively share in the talents and creative energies of our instructors, committees and family members, we are undertaking to collect the best of the best. Therefore, we are asking every program to submit some of its best land-based activities. Be generous, the more we share, the more valuable the Guide will be. With your help, this guide will grow from year to year and will be a resource for our programs long after we have all moved on.

All submissions should be filed electronically using the Activity Guide Template provided on the reverse side and emailed to the JSA office.

The current list of activities (over 98 pages) is on the JSA website at the “ Program Management” link. Select *"Activity Guide - Keeping the Fun in Sailing."*

++See JSA Activity Guide Lesson Plan on reverse ++

JSA Activity Guide Lesson Plan (email to info@jsalis.org)

Activity Title:

Appropriate Age Level:

Goal, Objective or Purpose of Activity:

Time Required:

Space Requirements:

Materials/Resources:

Procedure for Teaching: Step-by-step plan that others could follow

Student Product: Journal entry, worksheet, artifact (if any).

Extensions: Related resources, other similar activities

Reflection:

How well did your plan help meet your goals and objectives?

In retrospect, what else might you have done?

Include student comments, questions, interest, and engagement.

How did this assignment promote and student learning? How could it be modified?

Write personal thoughts, feelings, observations, and ideas about the lesson that will inform others who may want to use your lesson plan.

Submitted by:

Club or Program:

Racing Rules Package for Jr. Programs

http://organizations.ussailing.org/Membership/Junior_Program.htm

The Racing Rules Package for Junior Programs includes all of the tools to help introduce and teach Junior Sailors the Racing Rules of Sailing.

The package is available with your club's annual US Sailing membership renewal and includes:

1. 50 Handy Guides
2. The 2009-2012 Racing Rules of Sailing
3. Dave Perry's Understanding the Racing Rules (2009-2012 Edition)
4. Dave Perry's 100 Best Racing Rules Quizzes
5. Set of Plastic Elvstrom Model Boats



<p>This pocket sized booklet graphically explains the most common rules.</p>	<p>The 2009 - 2012 Racing Rules of Sailing - Including US SAILING Prescriptions.</p>	<p>Perry concisely and clearly answers all the most commonly asked questions on the racing rules, and then some.</p>	<p>100 Best Quizzes highlights specific aspects of the racing rules in a Q&A format to help you become more familiar with The Racing Rules of Sailing</p>

Each US SAILING member organization is entitled to one Racing Rules Package for their Junior Program, and may be requested annually.

To learn more or obtain a package please email membership@ussailing.org or call 401.683.0800 and ask for membership.

**A QUICK OVERVIEW of the SIGNIFICANT RULE and GAME CHANGES in
the 2009-2012 RACING RULES OF SAILING**

compiled by Dave Perry (davperry@optonline.net)

The following is a list of the significant changes in the 2009-2012 edition of The Racing Rules of Sailing (RRS). These are changes from the 2005-2008 edition of the RRS. NOTE: These brief summaries are not intended to be actual representations of the rules; nor is this a complete list of all the changes in the 2009-2012 RRS.

For a complete explanation of The Racing Rules of Sailing, read Dave Perry's book "Understanding the Racing Rules of Sailing" available from US SAILING at: store.ussailing.org/ or by calling 1.800.US.SAIL.1.

Rule 17.2 (On the Same Tack; Proper Course) has been deleted. This means that a windward boat or a boat clear astern no longer has a proper course limitation when sailing near other boats. She can sail below her proper course if she wishes, for instance to make it more difficult for a boat astern to pass or establish an inside overlap nearing a mark. Windward boats must still keep clear of leeward boats under rule 11 (On the Same Tack, Overlapped).

Rule 18 (Mark-Room)

- Instead of saying "room at the mark," there is a new concept called "mark-room." "Mark-room" is the space a boat needs to sail to the mark in a seamanlike way; and then when she's at the mark, the space she needs to sail her proper course around the mark. The primary differences are that the previous rules did not specifically require outside boats to give inside boats room to sail **to** the mark; and once at the marks, inside boats were required to sail very close to the mark even if it slowed them down, even though most outside boats were more forgiving. There is not much game change here.
- In the previous rules, rule 18 began to apply when the boats were "about to round or pass" the mark. This vague and subjective phrase has been removed. Rule 18 now begins to apply to boats when one of them is in the "Zone." This will clarify more precisely when outside boats need to begin giving mark-room to inside boats.
- The "Zone" has been enlarged from two hull lengths to three (see the definition Zone). This is intended to provide inside boats and boats that are clear ahead at the Zone the time and space they should need to prepare for and execute their rounding maneuver. Note that the sailing instructions for a race or event can change the Zone to two or four lengths (rule 86.1(b)); and match and team racing will continue to use a two-length zone (Appendices C and D) and radio-controlled boat racing will continue to use a four-length zone (Appendix E). Under the previous rules, most overlapped outside leeward boats began giving room before the two-length zone, so the only real game change here is that boats clear ahead at three lengths from the mark are safe from being overlapped on the inside, whereas under the previous rules they weren't safe until two lengths away.
- Under new rule 18, if a boat entitled to mark-room sails outside the Zone for any reason, even if she is giving mark-room to boats inside her, rule 18 ceases to apply; and it is a fresh start under rule 18 when she re-enters the Zone.
- When a leeward "gate" is being used (two leeward marks close to one another that boats pass between and exit in either direction), rule 18.4 does **not** apply. That means that when a boat is approaching a gate mark on the inside with right of way over other boats, she does not need to sail her proper course around that mark for as long as she remains the right-of-way boat. She may sail farther from the mark than needed to sail her proper course before she gybes, even if she has no intention of sailing over to the other gate mark. Outside keep-clear boats will need to keep clear of her under rules 10 or 11.

Rule 19 (Room to Pass an Obstruction)

- “Obstructions” no longer have a “zone” around them. If boats are overlapped when they get to an obstruction, outside boats must give inside boats room to pass the obstruction, even if they weren’t overlapped before arriving at the obstruction. The only test for establishing an overlap between a boat and an obstruction (other than a continuing obstruction) is whether the outside boat is able to give the inside boat room after the overlap is established.
- At a continuing obstruction (such as a long dock, shore or seawall), a boat astern (B) that has the right of way is now allowed to establish an inside overlap between the boat ahead (A) and the obstruction even when there is not room for her to pass between them in safety; and A, as the keep-clear boat, must keep clear of B.
- Right-of-way boats in a race can still be “obstructions” but they are never “continuing” obstructions (see definition Obstruction). For instance, on the starting line, a boat astern (B) can now establish an overlap between a leeward boat (L) and a windward boat (W) even if there is not room for her to pass between them in safety, provided B complies with rule 15 when she becomes overlapped to leeward of W, and with rule 16 if she then luffs, and provided W can give B room to keep clear of L from the time the overlap begins (rule 19.2(b)). The same will be true on a downwind leg when B approaches two boats ahead (L and W).

Rule 20 (Room to Tack at an Obstruction) is previous rule 19. It now clarifies that when a boat is hailed, she must respond by tacking or hailing “You tack,” even when the hailing boat has hailed when safety did not require her to make a substantial course change to avoid the obstruction, or if the obstruction is a mark that the hailed boat was fetching. This is for safety. However, in that case the hailing boat has broken rule 20.3 and must take a penalty, and can be protested by the hailed boat.

Rule 23.2 (Interfering with Another Boat) has been changed to say that a boat is allowed to interfere with a boat taking a penalty or sailing on another leg as long as she is sailing a “proper course.” This makes this rule the same for fleet, match and team racing.

Rule 28.1 (Sailing the Course) now includes the language needed to require boats to pass through a “gate,” such that sailing instructions no longer need to write this out.

Rule 29.1 (Individual Recall) clarifies that when rule 30.3 (Black Flag Rule) is in effect, and a boat is OCS at the start, the race committee does not have to signal the OCS with flag X and a sound signal.

Rule 30.2 (Z Flag Rule) clarifies that if a boat receives a 20% Scoring Penalty and there is a general recall or abandonment after the starting signal, and the boat is in the triangle on a subsequent start of that race, she gets an additional 20% Scoring Penalty.

Rule 32.2 (Shortening or Abandoning After the Start) now requires the race committee to signal a shortened course before the first boat crosses the finishing line.

Rule 40 (Personal Flotation Devices) now refers to “personal buoyancy” as “personal flotation devices.” When personal flotation devices are required to be worn under this rule, the rule permits such devices to be taken off briefly while changing or adjusting clothing or personal equipment. Now sailing instructions referencing this rule do not need to include that language.

Rule 42 (Propulsion) now permits sailing instructions to specify certain circumstances when a boat can be propelled by an engine or other propulsion method, provided the boat does not gain a significant advantage in the race.

Rule 44 (Penalties at the Time of an Incident) now contains the One-Turn Penalty for touching a mark. Old rule 44.4(b) regarding penalizing a boat that has already taken a penalty has been moved to new rule 64.1(b).

Rule 51 (Movable Ballast) clarifies that sails that are not being used are considered “ballast,” and as such they must be properly stowed and cannot be moved for the purpose of changing a boat’s trim or stability; and it clarifies that bilge water may be pumped out.

Rules 60.2 & 60.3 (Right to Protest; Right to Request Redress or Rule 69 Action) now permits a race committee or a protest committee to protest a boat based on a self-incriminating remark made by that boat. Rule 60.2 now prohibits a race committee from protesting a boat based on information in a request for redress, which is the same for protest committees (see rule 60.3).

Rule 62.1(a) (Redress) now prohibits a boat from requesting redress from a protest committee decision when that boat was a party to the hearing.

Rule 62.2 (Redress) now requires requests for redress to be delivered to the race office, which makes it the same as for protests (see rule 61.3, Protest Time Limit).

Rule 63.4 (Interested Party) now requires members of a protest committee to declare any possible self-interest as soon as they are aware of it.

Rule 64.1(b) (Penalties and Exoneration) now clarifies that a boat that has taken an applicable penalty, whether on the water or ashore, cannot be further penalized for that incident, unless the penalty for the rule she broke is a disqualification that is not excludable from her series score. Note: a turns penalty is not applicable if the boat caused injury or serious damage or gained a significant advantage in the race or series by her breach (see rule 44.1(b), Penalties at the Time of an Incident).

Rule 69.1 (Allegations of Gross Misconduct; Action by a Protest Committee) now requires a protest committee to reschedule a rule 69 hearing if the competitor provides good reason for being unable to attend the hearing (rule 69.1(a)). Furthermore, if the competitor does not provide good reason for being unable to attend the hearing and does not come to it, the protest committee may conduct it without the competitor present (rule 69.1(d)). And if the protest committee chooses not to conduct the hearing without the competitor present or if the hearing cannot be scheduled for a time and place when it would be reasonable for the competitor to attend, the protest committee shall collect all the available information and, if the allegation seems justified, make a report to the relevant national authority (69.1(e)).

Rule 70.3 (Appeals and Requests to a National Authority) requires that, if boats will pass through the waters of more than one national authority while racing, the sailing instructions must identify the national authority to which appeals or requests are to be sent.

Rule 70.5 (Appeals and Requests to a National Authority) now contains a US SAILING prescription that requires race organizers to receive approval from US SAILING before they can deny the right of appeal from an event.

Rule 79 (Classification) is a new rule that says if a notice of race or class rule state that some or all competitors must satisfy classification requirements, the classification must be carried out as described in ISAF regulation 22, Sailor Classification Code.

Rule 86.1(b) (Changes to the Racing Rules) permits sailing instructions to change the “zone” around a mark to two or four lengths, provided the number is the same for all marks and all boats using those marks. They must refer specifically to the definition Zone when making this change.

Rule 86.1(c) (Changes to the Racing Rules) requires, as of January 1, 2011, that when a class rule changes one of the rules listed in rule 86.1(c), it refers specifically to the rule and states the change.

Rule 87 (Changes to the Class Rules) is a new rule that permits sailing instructions to change a class rule only when the class rules permit the change, or when written permission of the class association for the change is displayed on the official notice board.

Rule 88.1 (National Prescriptions) clarifies that the prescriptions that apply are the prescriptions of the national authority with which the organizing authority is associated. However, if boats will pass through the waters of more than one national authority while racing, the sailing instructions must identify any other prescriptions that will apply and when they will apply.

Appendix BB (Experimental Kiteboard Racing Rules) is a US SAILING prescription that applies to ‘round the buoys’ kiteboard racing.

Appendix P (Special Procedures or Rule 42) is the appendix that pertains when rule 67 (Rule 42 and Hearing Requirement) permits judges to penalize boats during the race for breaking rule 42 (Propulsion). Now, if a boat is penalized a third time in a regatta, she does not have to retire from the regatta. Her penalty is to retire from the race and be scored disqualified (DSQ), and she cannot drop that DSQ from her score. The Appendix now also states that a boat is not entitled to redress from the action of a judge penalizing her under rule P1 (Signalling a Penalty) unless that action failed to take into account a race committee signal or class rule.

PART 2 – WHEN BOATS MEET

SECTION A – Right of Way

- 10 - On Opposite Tacks
- 11 - On the Same Tack, Overlapped
- 12 - On the Same Tack, Not Overlapped
- 13 - While Tacking

SECTION B – General Limitations

- 14 - Avoiding Contact
- 15 - Acquiring Right of Way
- 16 - Changing Course
- 17 - On the Same Tack; Proper Course

SECTION C – At Marks and Obstructions

- 18 – Mark-Room
 - 18.1 – When Rule 18 Applies
 - 18.2 – Giving Mark-Room
 - 18.3 – Tacking When Approaching a Mark
 - 18.4 – Gybing
 - 18.5 – Exoneration

- 19 - Room to Pass an Obstruction
 - 19.1 – When Rule 19 Applies
 - 19.2 – Giving Room at an Obstruction

- 20 – Room to Tack at an Obstruction
 - 20.1 – Hailing and Responding
 - 20.2 – Exoneration
 - 20.3 – When Not to Hail

SECTION D – Other Rules

- 21 - Starting Errors; Taking Penalties; Moving Astern
- 22 - Capsized, Anchored or Aground; Rescuing
- 23 - Interfering with Another Boat

SOME IDEAS FOR TEACHING THE RACING RULES

Dave Perry

On the Water

- Practice starts with “live coaching” (vary the favored end)
- Starting line too short for all boats to fit at same time
- Extremely short beat (upwind start) or run (downwind start) – or start upwind, then reverse fleet and have them race to a nearby leeward mark
- Videotape races or sessions and do debrief on shore
- Pull boats aside right after incident and debrief while still fresh (have small dry-erase board in coach boat)
- Race around tiny track, keeping boats compressed
- Have sailors raise hands as they enter the zone; give feedback
- Create drills for ducking / slam dunking / lee-bowing
- Simulate rules situations right off the dock (with good sailors in boats and class on dock watching with an instructor doing “play by play”)

On Land – outside

- “walk” boats through scenarios - use actual boats when possible
- set up marks, zones (with line), starting lines, etc.
- have sailors move boats, give explanations, etc.
- put smaller kids in the boats for more fun and interaction

On Land – indoors

- use magnetic dry-erase marker board and model boats (Pat Healy sells a great set; pathealy.com)
- have kids give an explanation of a rule (give them a day to prepare)
- put scenarios on board (live or hypothetical) and work through them
- look at video of situations and work through them
- create a “Rule of the Day” poster. Put pictures, rules quotes, appeals quotes, etc.
- create “mock hearing”
- do a quiz format

General thoughts

- make it age and level-appropriate

ages 8-11 or beginner: show the patterns and “what” to do (not necessarily the “why”) – make it situational. Don’t discuss numbers or memorizing text.

ages 12-14 or intermediate: discuss the structure of the rules and what they actually say – focus on the “biggies:” rules of Part 2, Section A and B; basic rules in Section C; rules on touching marks (31), taking penalties (44) and propulsion (42); rules on how to protest (Part 5).

Ages 15 and up or more advanced: expand into more tactical uses of the rules, and the nuances in the appeals for a deeper understanding and application.

2010 US SAILING NATIONAL SAILING PROGRAM SYMPOSIUM

Notes from Pam Toner

T-Shirt Quotes:

The Wind is Free, Let's Use it.

Life is simple: eat, sleep, sail.

This place runs on passion; expect explosions.

"People will forget what you said, what you did, but they will never forget how you made them feel." Maya Angelou

February 4, 2010

Keynote Speaker:

Nick Hayes, *Saving Sailing: The Story of Choices, Families, Time Commitments, and How We Can Create a Better Future*

www.sailgroove.org has an interview with Nick Hayes. Good Viewing.

2.6 Million people are recreationally sailing out of 300 Million people in the U.S.
Down 35% since 1997

Average age of 47 years old represents a spike in participation—these are the baby boomers

In the initial stages of one's career participation rates drop

Life Sports

Individual access to the water cost has increased

Sailors seek level that works for them

American Bureau of Labor Statistics reports that on average we have 38 hours per week for "selectable time." Most kids are on-line in some form.

How we spend our time:

Where we live and where we work—how much time spent commuting

Debt/Income cycle—what we believe we need determines how much time we spend working

Marshalling the Family—driving kids to their activities outside of school

Shared Time—this family time is dwindling

Sailing done in family groups strengthens the family.

There is a spike in sailing which relates to 1979 when the current baby boomers were active in Junior Sailing Programs. They dropped out when they graduated college, started families, etc. Now they have time and money to get back into sailing which holds very strong positive memories for them.

The question that Nick Hayes posed to the group is how do you continue to create sailing programs which include parents and children with the goal of creating lasting lifelong memories tied to sailing? How do you keep people sailing as Corinthians?

Look at intergenerational sailing programs.

Friday Family Day—some clubs sponsor Family Sailing Activities on Fridays

Captain Kid Program—The Kid is the skipper with the parents crewing

Develop a sailing clinic for the parents of kids in the sailing program—when the parent drops of the kids for sailing, the parent then goes into a sailing clinic.
Weekend clinics for parents of junior sailors in boats like the Blue Jays.
Junior Programs with include the Parents with kids under 8 years old (Guppy Program)

Take time to review the roots of your club—what is the mission? Why does the club exist?
80% of the time the club was formed to make the water accessible.

Intergenerational clubs and programs incorporate the past with tradition and lore and encourage close friendships that last a lifetime.

How much time are we investing in the family dimension?
Stop measuring wins and start measuring how.

Much discussion as to how sailing can bring the whole family together.

T-Shirt Quotes:

The Wind is Free, Let's Use it.

Life is simple: eat, sleep, sail.

Breakout Session:

Tricks Every Sailing Director needs to know

Handout Attached

Recommended Supplies

Wetnotes: www.riteintherain.com

WetShoes: <http://www.vibramfivefingers.com>

Job Description is important for a successful Sailing Director.

Best Racing Drills

Cappy Capper

accapper@aol.com

952-476-5875

Wayzata Community Sailing Center

Wayzata, Minnesota

Set Training Schedule

Set Regatta Schedule

Set Goals for each athlete/determine coaching goals

Build a weekly training schedule

1st week is built off pre-season planning

2nd + weeks are built off the week before and regattas

Analyze total season: # of days, # of training days, # of no wind days, # of preparation days

Prioritize Goals

Sample list of topics to teach

- Starts
- Mark roundings
- Boat Handling—roll tacking; spinnaker sets
- Tactics

- Speed
- Communication skills with teammate
- Spinnakers
- Weather
- Fleet management strategies
- Rules
- Team building
- Fitness/Nutrition
- Safety
- Boat maintenance
- Boat tuning
- Protest hearing

Review results from week before and focus on 1-3 areas.
Remember to build on STRENGTHS, not just weaknesses

Key Competencies for Improvement Drills

Warm Up Drills

Core specific Drills

Cool Down Drills

“Game On”

Be Prompt

Have Marks in Coach Boat with Anchor Lines untangled

Whistles

Watch

Anemometer

Wetnotes

Honkomatic (Automatic race starter) (Ollie Horn)

Flags

Loud Hailer

Video Camera

Gas

Battery

Anchors

Safety Equipment

Start at the same time everyday

Communicate Goals daily/weekly/season

Chalk talk to describe day's agenda

Send 1 coach out early to set up course and begin the warm up drill

The trailer coach gets everyone off the dock

The early sailors get private time with the 1st coach boat.

At the end of practice ALWAYS have an on-shore debrief with general review, specific questions and situations, and Q&A.

DRILLS

Warm up

PacMan

Help with handling congestion and acceleration

Set up one mark with a maximum of 4 boats assigned to the buoy

Round the mark port; tack at speed; tack again and round the mark again.

Core Drills

Rolling Start

3 minute sequences

After 2 minutes, all boats come back

Start again

Use a short line to force congestion

Works best in 8-20 knots of wind

Box Start

Set a start line with 2 marks and 2 more marks to make a square

They have to stay in the box before the start

Teaches them to sail back and forth with congestion

Cool Down

Start and Stop on Whistle, no marks

Teaches acceleration, communication

2 Boat tuning Drill

Team up with another boat and match speed

2 boats work together to figure out how to go faster

Improves communication

Mark Rounding Drills

The use of Gates help the game

Warm up

Short windward/leeward course

Core Drills

Leeward Mark Rounding Drill

Set a start line and then set a gate

Start the boats

Tack on one whistle

Jib on two whistle

Go around the gate

Reverse the order

Teaches gate tactics, dipping in port/starboard situations,

Box Drill

Use 4 marks to make a square

Sailors sail around the outside of the box and then change directions

Cool Down

Skipper and crew switch roles on the way back to the dock. Skippers teach crew how to skipper

Boat Handling Drills

Warm Up

Tack on Whistle

Core Drills

Set many marks in a zig zag down wind pattern

The boats set & douse the spinnaker on the whistle

Cool Down

Blast around having fun

Rudderless sailing

Sail backwards

No Wind Days

Focus on Boat Tuning

Boat Maintenance

Start a Club/Local Match Racing Program

Susan Epstein

US Sailing

US Sailing Board of Directors

See Attachment

Globally there is more match racing than team racing.

ISAF requires Keelboats

Match racing re-energizes Corinthian Sailors

Dave Perry is ranked 39th Match Racer in the world

Rules for Match Racing are in the Rule Book Section 3

ACTION: JSA should consider promoting Match Racing at Oakcliff with Dawn Riley

Sailing Director

ON THE WATER TRICKS AND FIX

- **Anchors:**
 - 1) Fill milk crates or OJ containers with sand. Use the handle to tie off.
 - 2) Quick dry cement, eyelets, black tubing.
 - 3) Laundry detergent bottles.
 - 4) Engine rotors- get from Mechanic
 - 5) Use "Deb Bucket"
- **Marks:** For younger kids and calm waters: use pool toys as marks... sailing around palm trees, sharks, crocs, etc. are more fun and are easier to give as destinations than windward and leeward. Alternative is to use colored hippity hops from Walmart, etc.
 - **Put 2-3 feet of chain on marks-** will help keep the marks vertical in the water.
- **Make Person Over-Board dummies:** cut some 3" holes in a home depot bucket, attach a human head sized buoy to the bucket by line through 4 small holes around the rim of the bucket. Draw a face on the buoy, and make a floating in the water pun name for it (our two are 'Bob' and 'Duncan'). The dummy is closer to a real person than other options: it goes with current more than wind, and is harder to pull out of the water initially and easier when you get it a little out of the water (water pouring out the holes is like pouring out of a jacket or getting someone's waist over the rail)-Tom Moore
- **Milk crates to store marks individually.** Keeps them from getting tangled and also creates a buffer when staff thrown the anchors into the boat.

FACILITIES & SUPPLIES

- Paint 3 boat length circle on dock-Dave Perry
- Eye hook and trap harness on telephone poll for trapeze training- Can use side of building
- Hardware store instead of marine supplier
- Paint directions on floor about how to put sails away
- Pre-made/Pre-done stuff:
 - knots boards-, pre done sailing jeopardy).
- Fold without tillers down to save universals
- Store 420/FJ, alike rudders on board using stainless steel dowel rods
- Micropress the plugs in- costs a little up front but saves money in the end.
- Floats on boat keys. Always keep a spare set.
- Dollar store: treasure chests, tennis balls, sponges, cleaning supplies, prizes, SUNBLOCK
 - Sunblock is good for one year only. Spray on is preferable.
- Port Supply- West Marine, Fisheries in Colorado, Any marine supply store.
- BAILERS: Bailer store aka Laundromat. Save them all season. WASH THEM OUT FIRST
- Bailer plug differences- To standardize plug holes you can remove and replace. Use silicone.
- Pipe tubing covered w/ duct tape for bow bumpers.
- Old 420s/optis- drill hole and create tennis ball drain plug with hook and bungee.
- Home depot line for mainsheets- not idea but good in a pinch

- Tennis balls- sharp corners, chairs, boom ends
- Extra tell tales- yarn, cassette tapes, sailtape
- Opti wind wane replacement- knitting needle
- Electrical tape not duct tape in 90% of situations- USE WHITE
- Dolly wheel pins: Metal twist ties/Plastic Wire Ties or Zipties
- Mainsheet line- Home Depot bulk line (be aware of core)
- Zipties on club sails
- Clear packaging tape fixes sail rips
- Keep extra bits of line- never know when you'll need them
- Along the lines of using regular hardware instead of marine hardware: look for a local metal shop (vocational schools especially) that can help make up stronger versions of the parts you replace regularly (goosenecks, vang bales, rudder/tiller attachments).
- FOR BICs:
 - ½ tennis ball covering mainsheet block
 - leave the boom on the mast (keeps sail nice and quicker)
 - Light/test line on stern plug (Strong enough to hold plug, light enough so that it'll break if needed)
 - 8 knot in top of mast
 - Always clip rudder leash

ACTIVITIES

- Signal flags- Name games
- Opti- turn into simulator add wheels
- Sponge tag- Sponges from the dollar store- Colors or dots. Worth more points.

ADMIN/DIRECTOR

- Freeze pops and band-aids will fix most kids issues.
- . Ask parents in email/newsletter for ANYTHING you want.
- Put copy of medical information in first aid kit/box. Be sure only instructors go in cabinet
- Number system- number and label everything!
 - Assign boat spots AND staff vhf RADIOS
- Keep website current- Have a Frequently asked question section.
 - Sailgroove, GoDaddy
 - Add in Facebook. Blog or Twitter.
- Pre-done letter to answer quick/frequently asked questions- Amy Lyons
- Give digital camera to instructor
- Online registration
- Staff training sessions
- Specific info on voicemail- Know when it's raining.

- Newsletters- POST a schedule of upcoming events- take the time to be specific, will help with the saving time with phone calls and questions.
- Use “real estate tube” to make access to newsletter available, even when club locked.
- A “what’s broken” white board.
 - I did it, I’m sorry, how can I fix it
- Communication- agree first (with parents) then take the time to find out details.
- Enjoy your job (dress comfortable) but take it seriously.
- Track what you do- YOUR boss will want to know. Keep personal and administrative records.
- P P P P P P

DEVELOPING AND EXECUTING ON-THE-WATER SAILING DRILLS

Presented by:

Geoff Becker

2002 National Sailing Programs Symposium

Saturday, January 26, at 2:15

Steps In Running A Drill

1. Introduce the drill on shore.

Each drill, when first used, should be described and laid out on shore before it is used. An onshore discussion will help prevent possible miscommunications and misunderstandings that can easily occur when out on the water. Any new drill will have some difficulties when running it for the first time, so using this introduction will hopefully make the on-the-water practice run more smoothly. Also, the goals and objectives for the drill can be described prior to running it, giving the fleet some sense of where the focus should be for the practice session.

2. Use a demonstration, either on land or on the water.

Some drills can be demonstrated simply by drawing a diagram and providing a simple description. Others may need more of a kinesthetic demonstration. When skills are broken down into their elemental parts, it can be useful to demonstrate the drill using a single boat or even a boat on land. When a demonstration is to be used, it is important to remember to provide a suitable viewing area for the remainder of the group. Also, if using an on-the-water demonstration, the person actually sailing the boat should be briefed on what exactly is to be demonstrated.

3. Have the sailors execute the drill on the water.

Run the drill. Keep in mind that the first time some drills are run they may not be executed properly. The first few times through a drill might be only to get the fleet used to how that particular drill is executed. After the fleet understands the drill, it can be run and used to its full educational potential.

4. Correct any mistakes and reinforce proper execution while running the drill.

Since the purpose for running drills is to improve skills and remove bad habits, proper execution during the drill is very important. Close observation of the boat and sail handling along with the overall performance cannot be overemphasized. The old saying is true, "Break bad habits before they start!"

5. Debrief the drill on shore after the practice session.

Do not underestimate the importance of the practice session debrief. This is the time where, for many people, the real learning takes place. A consolidation of the day's activities and the input from both sailors and coaches can be a benefit to all. The coaches and sailors must be specific with both questions and solutions to problems that arise when running and sailing each drill. Also, it is a good idea to have every sailor leave the day on a positive note. Work hard on finishing a de-brief session with positive comments for all the sailors.

DRILL GUIDE

Sailboat racing consists of many individual skills that need to be practiced, so that they are second nature or automatic during a race. Below are listed some of the common skills and situations that arise in a given practice along with the drills most commonly associated with each skill or situation. I do recommend reading the highlighted sections before planning each of your practice sessions. Use this guide to help in planning a practice session to meet the goals and objectives for your sailors.

Practice Warm Ups

(Course, Mark Rounding, Boat Handling and Boat speed Drills)

Windward/Leeward	Triangle
Short Course	Circle Drill
Tack On Command	Gybe On Command
Assigned Tacks	Assigned Gybes
Rudderless	Straight Line Drill

Tacking Practice

(Course and Boat Handling Drills)

Windward/Leeward	Triangle
Slalom	Crosswind Fig. 8/Oval
Circle Drill	Tack On Command
Tacking Ladder	Upwind Cone
Tack/Duck	Tacking Duel
King Tack	Assigned Tacks

Gybing Practice

(Course and Boat Handling Drills)

Windward/Leeward	Triangle
Slalom	Crosswind Fig. 8/Oval
Circle Drill	Gybe On Command
Gybing Ladder	Downwind Cone
Assigned Gybes	Wing/Reach

Starting Practice

(Starting Drills)

Starting Drills are completely dependent on the goals and objectives of each fleet. Review the *Starting Drills* section and use drills that will best target those goals and objectives.

Upwind Practice

(Boat Handling, Boat speed and Tactical Drills)

Windward/Leeward	Triangle
Trapezoid	Rabbit Start
Short Windward	Tacking Ladder
Upwind Cone	Straight Line Drill
Drag Race	Rabbit and Hamster
Cross Centerline	Upwind Finish

Downwind Practice

(Boat Handling, Boat speed and Tactical Drills)

Windward/Leeward	Trapezoid
Downwind Start	Downwind Rabbit Start
Gybing Ladder	Downwind Cone
Wing/Reach	Straight Line Drill
Reach Sprint	Downwind Finish

Light/No Wind Practice

(Boat Handling Drills)

Short Course	Mark Circle
Follow The Leader	Rail Ride
Kinetics Race	Human Race

Heavy Wind Practice

(Course and Boat Handling Drills)

Windward/Leeward	Triangle
Slalom	Tack On Command
Gybe On Command	Straight Line Drill

Practice with a large fleet

(Starting, Mark Rounding and Boat Handling Drills)

Race Start	Stack The Deck
Box Drill	Hot Box
Line Restrictions	Diamond Spiral
Four Corners	Criss-Cross
Criss-Cross Plus	Follow The Leader
Circle Drill	Tacking Ladder
Gybing Ladder	720 Race

Practice with less than 2 marks

(Starting, Boat Handling and Boat speed Drills)

Rabbit Start	Downwind Rabbit Start
Order Start	On The Line
Hold Position	Protect Position
Walk To Windward	Mark Circle
Mark Dance	Follow The Leader
Circle Drill	Tack On Command
Gybe On Command	Tacking Ladder
Gybing Ladder	Downwind Cone
Tack/Duck	Tacking Duel
King Tack	Up/Down
Wing Reach	Rudderless
Rail Ride	Straight Line Drill

Practice with only two boats

(Starting, Boat Handling and Boat speed Drills)

Windward/Leeward	One-On-One
Protect Position	Tacking Duel
King Tack	Drag Race

Practice for team racing

(Starting, Boat Handling and Team Racing Drills)

One-On-One	Stop, Back And Go!
Starting Strategies	Last Place Loses
Pig In The Middle	Passback Triangle
Mark Trap Isolation	Final Leg Combinations

Fun Drills

(Boat Handling and Tactical Drills)

Follow The Leader	Backward Race
Rail Ride	Kinetics Race
Crew Race	Human Race

Tool Kits for Jr. Regattas

The Golden Rule: Sailors are thieves ... accept that this is so, know that your tool box will be empty at the end of the summer and move on. Oh, yeah and your father was wrong, cheap tools will do just fine and you don't need the right tool for the right job.

The Coach Boat Tool Kit (the minimalist view)

Tools:

1. Hammer, often forgotten, always needed.
2. Needle Nose Pliers
3. Vice Grips
4. Screwdrivers, assorted, make sure you have short screwdrivers for Optimist mast steps
5. Knife
6. Tape Measurer
7. Multitool (see the Golden Rule, this your back up)
8. Sandpaper (mostly for rusted terminals)
9. Fire, any kind, bigger is better.
10. Mini Hack Saw
11. Tin Snips
12. Adjustable Crescent Wrench
13. Small Cable Cutter (a great safety item)

Materials:

1. Duct Tape (Duh!)
2. Rigging/Electrical Tape (Don't tell West Marine they're the same thing)
3. Super Glue (the only thing that can possibly dry fast enough to make a difference on the water)
4. 10' of 3/16 Bungee
5. 1 Minispool of 3mm Vectan Line (can replace almost anything on almost any boat)

Parts:

1. Vanguard Part 20044, 420 Spinnaker Sheet (the longest line on the boat)
2. Vanguard Part 20-90-0, Black Universal (standard on Laser and 420)
3. Optiparts Part EX652950, Releasable Universal
4. Optiparts/Optimax Mast Step
5. Optiparts/Optimax Sprit Halyard with blocks
6. Optiparts/Optimax Hook in Block
7. One of every kind of stern plug your club uses
8. Cotter Pins, Ring-Dings and Pins
9. Assorted Stainless Screws and Bolts

10. Optimist Sail Ties
11. Optimist Wind Indicator (or a wire hanger in a pinch)

Other:

1. Adhesives: See Duct tape.
2. Fiberglass Repair: See Duct Tape.
3. Sail Repair Tape. Possibly but, Duct Tape will do just as well and won't make you think the sails don't need to go out for proper repair.

On Land (the advanced class)

This should go to the regatta but, should stay on land.

Tools:

1. Drill (I say plug in, not cordless)
2. Drill Index (Duh)
3. Wet Sanding Paper
4. 5 Minute Epoxy
5. Clamps
6. Propane Torch, with Lighter

Theory:

No tool kit is ever complete, no matter what you bring, eventually you'll need the one thing you didn't bring. The key is to bring the few things that will get you to end of the day, and the end of the day only. Remember the Golden Rule, anything you put in the kit will be lost/borrowed/stolen. If you can get through the day without it, don't keep it in the kit, keep it under lock and key at the club or safe on the shelf of your local dinghy dealer. A knife, a hammer, duct tape and a length of line can fix almost anything on a small sailboat, so keep it simple.

Maximize what you can do with minimal resources. A spool of 3 mm Vectran cost \$25 and can be: sail or corner ties, a 420 forestay, side stay, trap wire (with handle and leader), main, jib or spinnaker halyard, topping lift, boom vang, mast step The list goes on. On the other hand, sail repair tape has only one use and doesn't travel well once it's wet.

Don't try to make major repairs at the regatta. If your boat gets holed, duct tape it. Don't try a "slap job" repair with glass and resin, don't pack it with Marinetex. Unless you're a professional, you won't effect a repair that's any better than the duct tape and you'll make a proper repair more costly and more difficult. Any regatta that's so important that you would risk making the damage worse is almost always supported by professionals, let them help you.



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Team Racing – An Overview

By Ian Burman

What is team racing?

Team racing is a fast, exiting and competitive sport. Widely spreading in the collegiate, high school and club levels, team racing is becoming more and more popular with all types of sailor. Team racing is typically conducted between teams of three or four evenly matched boats. The team with the lowest combined score at the end of the race is declared the winner. If the two teams tie, the team that contains the boat which finished first is declared the loser. This scoring system requires the top sailors on their teams to slow opponents and help their teammates to move up in the fleet. It also keeps everyone in the race until the finish, as every point could be the difference between winning and losing. The fast paced and constant action leads to a very interesting and fun race.

Why team race?

Team racing teaches a thorough grasp on the fundamentals of sailing. Successful team racers employ excellent boat handling, an intricate understanding of the rules, a heightened grasp on course positioning, and superb boat speed. Team racing challenges the top sailors in the fleet by forcing them to help slower teammates while keeping the race exciting for the weaker sailors by giving them a chance to be a part of a winning effort. The teamwork and communication that is necessary in the sport develop a camaraderie and team spirit that is unmatched in any other type of sailing. Even for those who primarily fleet race, practicing team racing will make them much better sailors. Team racing teaches skills which are extremely valuable to any sailor.

How do you I teach it?

The first concept of team racing that must be conveyed is determining whether your team is winning or losing. This concept is often stressed by combinations. A winning combination is one where your team's positions add up to a lower number than the opposing team's. Another way to teach this concept is through magic numbers. If your team has fewer total points than the magic number, you are winning. The magic number in three on three team racing, for example, is 10. Once a sailor knows whether his or her team is winning or losing, he or she has a better chance of knowing what must be done to help the team ensure victory.

The next step in learning to team race involves learning the moves that can be used to help the team. Common team racing moves include the pass back, the mark trap, and balancing. Learning these moves encourages a thorough understanding of the rules, the wind, the boat and the fleet. To teach the moves and the combinations effectively, an ample amount of classroom time must be combined with time of the water.

Once a sailor knows the moves, the next step is learning when and how to use them. Moves are used to achieve a stable winning combination or break up an opponents winning combination. A stable combination is one where losing team is unable to use a

single move to break up the winning combination. Stable combinations require that the winning team has at least two teammates together in the fleet so that the other team cannot attack one boat without risking losing the other. The stable winning combinations in three on three team racing are the 2,3,4 and the 1,2,x.

When the team knows the goals of the race, plays can be taught to keep the teammates on the same page and working for a single goal. For a play to work effectively, every sailor on the team must know what play is being run and what his or her role is in the play. Communication is key in running plays effectively. Some of the best teams will have complete playbooks which address every possible situation that can be encountered on the course and spend hours on end discussing various plays and possibilities, making sure the team is ready for everything. This approach is the most advanced form of team racing and should only be attempted after the fundamentals are mastered.

How do I get involved?

Team racing generally occurs in two forms – the match and the regatta. In a match, two teams get together and race a series of races, with the winner of the most races winning the match. In a team race regatta, any number of teams can get together and race in round-robin formats where a team will compete against all of the other teams in the regatta. The team with the best overall record is declared the winner. Some larger regattas will use more complicated formats, including separating into leagues and championship brackets to facilitate getting in all the necessary races to determine a champion. While some events are held at large venues with provided fleets of evenly matched boats, many events are run on a bring your own boat basis, making the logistical concerns much less daunting.

To race in a match, all one needs is two teams and someone to run the races. Teams can come from schools, clubs, sailing organizations or just groups of enthusiastic sailors. Once there are a number of teams in an area, a league can be formed where the teams can get together and race matches often with the other teams. In this way, team racing can become very accessible and understandable to those who are familiar with other team sports.

To race in a regatta, all one needs to do is assemble a team and show up. A comprehensive list of team racing regattas is compiled annually by the United States Team Racing Association and is available on their website www.ustr.org. This website also has a forum and email list that can assist in those who are looking for a team to race with. Many regattas are now using a random team format that will pair the sailors up to develop evenly matched teams. Some areas are also engaging in pick up team racing where a course will be set and anyone is welcome to come out and get in on the action. It has never been easier to get involved in team racing than it is right now.

Team racing is the wave of the future in sailboat racing. Once limited to collegiate and high school teams, it is now sweeping the club and junior landscapes of America. With the recent increase in access to the sport, now is the time to get yourself and your program involved in team racing.

Team Racing Basics: Know Your Combination

CLEMMIE EVERETT

Coordination and communication between skipper and crew as well as between teammates is essential.

If you're participating in a high school sailing program this spring, you're probably trying to make sense of team racing. Even if you have team raced before, early spring is always a good time for a refresher.

Team racing on the high school level involves six boats, 'three on a team' and the objective is to finish with fewer points than your opponent. This often means that, counter to your habits

from fleet racing, there will be situations on the race course when it is to your advantage to slow down or even stop your boat, as well as situations where you will let others (your teammates) pass you on the racecourse.

If you want to be a good team racer, the first thing you need to work on is boatspeed and boathandling. If you can't keep up with your teammates and opponents, can't maneuver in close situations with marks and other boats, and can't slow your boat down and then accelerate again, you won't be much help to your team. Coordination and communication between skipper and crew as well as between teammates is essential.

The next step in learning team racing is to become familiar with winning and losing combinations. If in doubt, any combination that adds up to less than ten is winning, and anything greater than ten is losing. Another rule of thumb is that if you have first place and not last place, your team is always winning. But team races are won and lost in a matter of seconds, and to act quickly, you will need to know combinations almost instantly. There are three stable winning combinations:

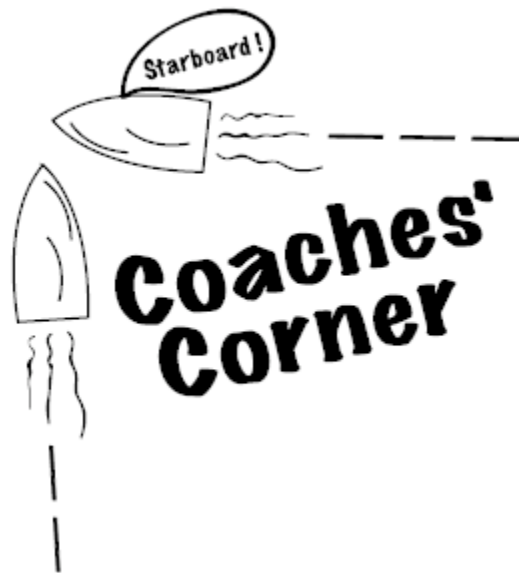
- 1-2-x, also called Play 1
- 2-3-4, also called Play 2
- 1-4-5, also called Play 4

These combinations are stable because they are easy to defend, though in team racing, as in sailing in general, nothing is guaranteed until you actually cross the finish line. Play 1 is stable because it is difficult for opponents to catch your first two boats. The third boat on your team should try to stay out of protests and slow the back half of the race down if possible. Play 2 is stable because the three boats can cover the opponent's two boats behind, and it is difficult for the opponent in first to attack all three of your team's boats without losing the lead. Play 4 is more complex, but it boils down to the first place boat being able to hold the lead and the fourth and fifth place boats holding the last place opponent in last.

There are also two unstable winning combinations:

- 1-3-x
- 2-3-5

These combinations are unstable because they create opportunities for your opponent to attack. In fact, the key to converting a losing combination into a winning one is the ability to quickly recognize and act on these opportunities. So, if you find yourself in a 2-4-5 or a 2-4-6, you need to realize that the opponent has a 1-3, and you must prevent



your opponent from securing a 1-2. Your boat in second place must slow the opponent in third enough to let a teammate pass through. If you find yourself with a 1-3, and your first place boat can slow the opponent in second enough to let the third place boat pass through into first, then you have a 1-2, and you can simply sail to the finish while putting a loose cover on your opponents. In the same way, if you have a 2-3-5, and your team can slow your opponent in fourth to let fifth place move ahead, then you have a 2-3-4, Play 2.

How you actually slow your opponents down and pass your teammates is a discussion for another day, but once you know what sort of combination you are in, you know what your immediate objective is. If you find yourself in an unstable winning combination, try to convert to a stable combination. In a stable winning combination, make the race move quickly and get to the finish line as soon as you can. This means herding opponents to laylines and avoiding tacking duels. In a losing combination, you will need to attack the opponent and do whatever you can to slow the race down: avoid laylines and try to create situations where your opponent might make a tactical or boathandling mistake.

It's worth taking some time to look at different combinations and think about how each side can convert to a stable winning combination. For instance, in a 1-4-6 (your opponent is 2-3-5), you are losing, but if you can move to a 1-4-5, you're in great shape. How do you do this? The next steps in developing team race skills will be to learn passbacks and mark traps (next month).

Clemmie Everett is the Assistant Sailing Coach at Rye Country Day School in Rye, NY and the Sailing Director at Noroton Yacht Club in Darien, CT.

Team Racing Basics Part 2: Passbacks and Mark Traps

Once you know your team racing combinations and plays, you need to know how to create those combinations through passbacks and mark traps.

As its name implies, a mark trap involves slowing an opponent at a mark to let a teammate move ahead of you, while a passback takes place on a leg of the course while you are away from marks. Often you will be using the rules at marks to force your opponent to slow down, so be sure that you are

confident in your understanding of Rule 10 (Starboard/Port), Rule 11 and Rule 17 (Windward/Leeward), and Rule 18 (Mark Room).

To set up a windward mark trap, you will stop your boat on starboard tack on the starboard layline at the edge of the zone, so no one has mark-room on you (note that the zone is two boatlengths in team racing). If an opponent behind tries to approach on port tack, you can force the opponent to avoid you and prevent them from rounding the mark. If an opponent approaches from behind and goes to windward, you can luff them up. If an opponent tries to go to leeward, their rights will be limited and you can block them from rounding. Ideally, you will be able to slow your opponent enough that your teammate can come from behind and sail past both of you. Your teammate needs to be careful not to be caught up in the trap that you are setting. In fact, if an opponent is trapping you, your response should always be to stop your boat behind your opponent (not overlapped!) and execute a trap on the opponent behind you.

A leeward mark trap can seem more intimidating to set up, but it rests on the same foundations as a windward mark trap. The most common mistake inexperienced team racers make when setting leeward mark traps is to stop on port right next to the mark. In fact, you want to stop your boat on the starboard layline at the edge of the zone, a place you don't often visit in fleet racing. By setting yourself up here, no one has room on you, and you leave yourself some space to maneuver. Should an opponent try to work inside of you, you can simply shut the door – no room! More likely, an opponent will come barreling in on the outside of you, in which case you are inside, starboard, and leeward – a powerful combination that will allow you to luff your opponent up, prevent them from rounding the mark, and open a slot for a teammate to go through. Once your teammate is through, you can jibe and round the mark, leaving your opponent behind. A caveat of the leeward mark trap is that it's easy to sail your opponent outside of the zone, and when you turn to sail back in, find that you have allowed another opponent to gain an inside overlap, so be careful!

Of course, you should not wait until a mark to be aggressive and move your teammates ahead of opponents – you can also perform a passback on any leg of the course. On an upwind leg, position yourself to windward and ahead of your opponent in order to block their wind. Once there, you can let your jib luff to disrupt the wind that will reach their sails and slow them down significantly. You'll know that your positioning is right if the luffing jib points right at their sails. Meanwhile, a teammate can sail at full speed and pass you both.

Downwind passbacks are more difficult because your opponents behind can blanket you. However, you still have a wide array of tools to attack your opponents. Set yourself up on port and slow your boat down by trimming in the sails or luffing the jib. If your opponent comes from behind and overlaps you to windward, luff them up. If your opponent



overlaps you to leeward, jibe onto starboard (remember that you must abide by Rule 15 and provide room to keep clear). Your opponent will have no choice but to jibe, and now you have luffing rights! Luff them up and let your teammate sail right through.

What should you do if an opponent attempts a passback on you? Well, the first step is to anticipate the passback and not sail yourself into a vulnerable situation. More importantly, however, you want to be the more aggressive team and make the first move. Before your opponent can slow you, slow the opponent behind you. Team racing is complex. There's a lot to learn and a lot to talk about, but the best way to figure it out is to go out and give it a try. See you on the racecourse!

Clemmie Everett is the Assistant Sailing Coach at Rye Country Day School in Rye, NY and the Sailing Director at Noroton Yacht Club in Darien, CT.

Laser Outhaul and Cunningham Rigging Upgrades



Kit includes

Laser Class approved cleat base and cleats
Laser Class approved block base and blocks
Stainless steel fasteners (4)
Mast retaining line, yellow (1)

For the cunningham

Double blocks with becketts (2)
Pre-stretched line (13')
Spectra line, gray (3')
Shackle (1)

For the outhaul

Single blocks (2)
Pre-stretched line (13')
Spectra line, gray (8.5')

Install the Cleats and Blocks

1. Unscrew the existing cunningham fairlead and cunningham clam cleat. Remove any old caulk from these holes.
2. Using the shorter fasteners provided, screw the block plate into place using the existing holes for the fairlead. Dip the screws in a silicone sealant before installing.
3. Using the longer fasteners provided, screw the cleat base into place using the existing holes for the cleat. Dip the screws in a silicone sealant before installing.

Rig the Cunningham

1. Shackle one double block to the boom vang tang replacing the pin that is currently used for the vang cleat block or vang swivel. This pin will go through the shackle and the vang.
2. Tie one end of the Spectra line to the becket of that block.
3. Feed the other end through the tack cringle and tie it to the bail of the other double block.
4. Tie the pre-stretched line to the becket of the upper double block and lead the rope through the double blocks.
5. Finally lead the end of the line down through one of the blocks on the block base and then through the cleat on the same side. Tie a stopper knot.

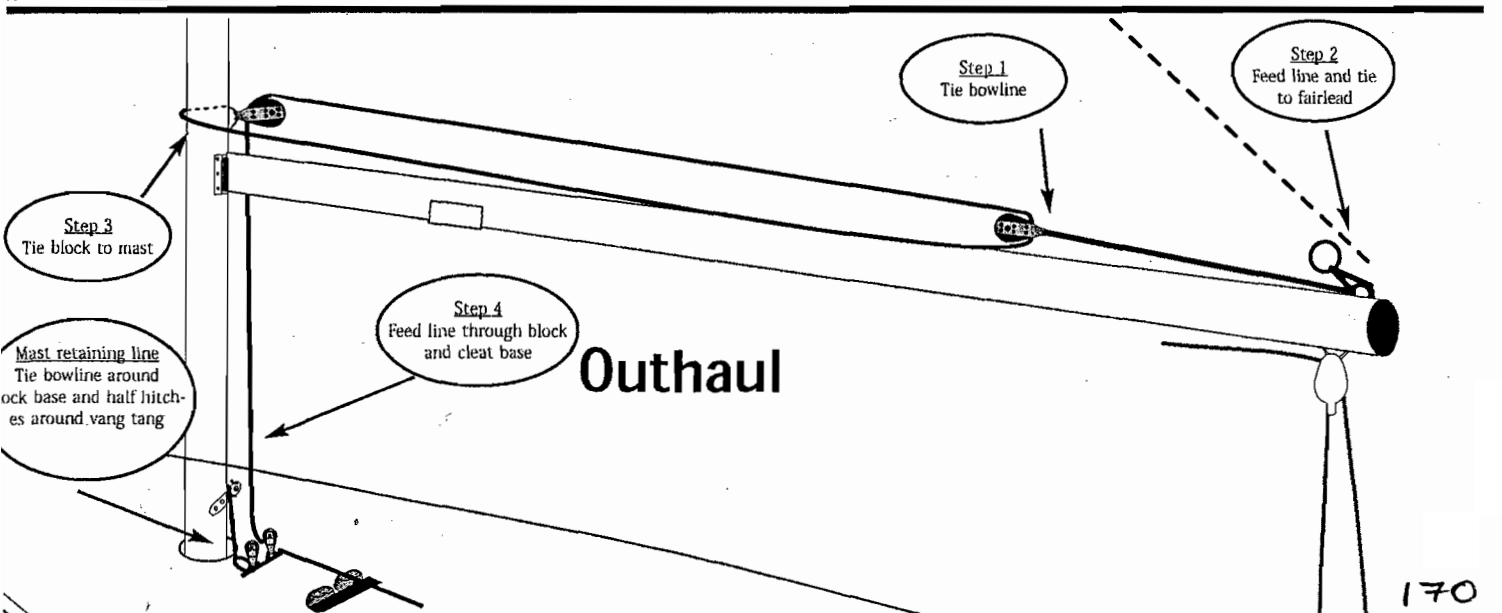
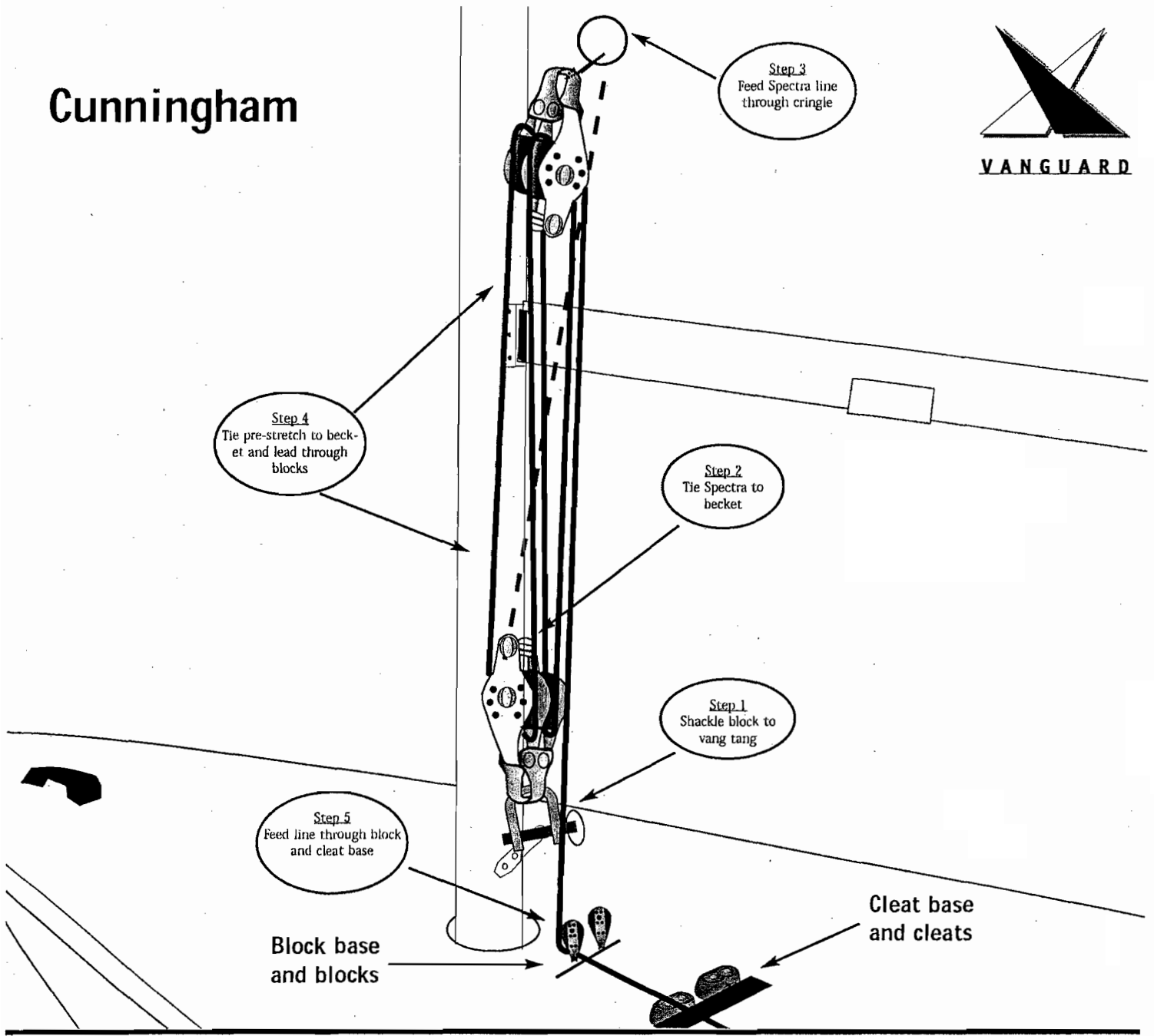
Rig the Outhaul

1. Tie the Spectra line to one single block.
2. Feed the other end of the Spectra line through the outhaul fairlead, through the cringle in the clew of the sail and tie it to the outhaul fairlead using a small bowline to keep the knot as close to the fairlead as possible.
3. Lead one end of the pre-stretched line through the bail of the other single block. Loop the tail around the mast above the gooseneck and tie a tight bowline capturing the block.
4. Lead the tail of this pre-stretched line back through the aft single block, forward to the block tied to the mast, down through the block base and through the cleat. Tie a stopper knot.

Mast retaining line

The Laser class rules state "To secure the mast in the event of a capsize, a loose retention line shall be tied between the block base and the vang tang." We have included a piece of line for this purpose.

Cunningham



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Laser XD Tuning Guide

Heavy Air 15kts+

When tuning your laser for heavy air upwind sailing its time to crank on the vang and cunningham to the max when overpowered. It is essential to keep the boat moving because the blades generate lift. The laser likes to bear off and shoot forward, if you head up without enough speed the boat will also quickly slow to a stop. In flat water and wind over 15kts it is possible to plane upwind. Its essential to have sufficient vang tension while easing the sheet and hiking hard to take advantage of gusts. The boom should rise very little if at all when the sheet is eased in heavy air. A slow boat will slip sideways so the main goal is boat speed. De-power the sail when overpowered which will allow you to sail faster and efficiently upwind, flat is fast in a laser! The outhaul may be set tighter than medium air producing a flatter sail, remember the blades generate lift too so we want to reduce drag on the sail. Hike out hard keeping your feet close to the main block and moving back a few inches as the wind increases. Fore and aft trim is very important in waves. Plan your tacks for the crest of a wave because riding down the backside of the wave will increase boat speed coming out of the tack.

While tacking it is important to switch sides quickly and immediately hike out hard to flatten the boat and gain boat speed. Wait until the boat is flat to switch hands on the tiller and main sheet. It helps to put knots at the maximum settings for each control line and some tape markers on the outhaul to make it easy to tighten for upwind. It is essential to release the vang before rounding the windward mark. If the vang is on too tight the boom will hit the water and lead to a quick capsize. (if you do capsize with lots of vang on, release the vang before you right the boat) Release the Cunningham and outhaul just after rounding as they will help with your rounding. In order to round the mark you must ease the sheet quickly. If you don't ease the sheet there will be too much weather helm (drag) to make the turn downwind. The rudder will act like a brake if the sheet is not eased, almost like trying to stop the boat with a sideway paddle. (this applies in keel boat sailing as well)

For Downwind Sailing the vang should be lose spilling excess power. Having the vang tight will make it extremely hard to gybe without capsizing. Having a loose vang will allow some of the air to spill out of the leech, keeping the boat in control. The Cunningham should be released for sailing downwind or the boat will become unstable. Preset the outhaul for sailing downwind when rigging the boat. This will prevent problems during a race. Hike out while rounding the windward mark; it will increase boat speed around the mark while making catching that first wave easier. Remember you must ease the sheet! If surfing conditions exist, the speed gains achieved by surfing down a wave will most often be worth changing course. Sit towards the back of the boat while the boat is planning. Often the fastest course in heavy air takes some planning and tactics to find the wind gusts and waves rather than sailing a steady "by-the-lee" course. Find the balance between drag reduction, tracking and stability with the daggerboard.

Medium Air 10-15kts

Medium winds require a good amount of vang and Cunningham when overpowered for sailing upwind efficiently. Increase vang and cunningham as you become overpowered. This will vary between sailors of different sizes and weight. Crank on the cunningham if the wind is overpowering the boat and decrease tension if more power is needed for upwind sailing. Its best to set the controls for the lightest setting and adjust for gusts. In medium air the vang should be tightened at minimum so there is no slack when sheeted in block to block. Tacking in medium winds requires hiking hard to windward to decrease rudder movement (drag). Heel the boat to windward, sheet in block to block, sheet out and switch sides while maintaining heel, and then sheet in and flatten the boat. As wind speed increases less roll is needed on tacks and hiking out hard on the new tack becomes the top priority. Allow the boat to heel and then quickly flatten the boat when on the new tack. It is important to maintain boat speed when coming out of a tack. Remember speed will generate lift on the blades helping you gain distance to windward.

As you approach the windward mark release the vang, keeping the Cunningham on will allow for a quicker mark rounding. As you begin the downwind leg, raise the dagger board a few inches to reduce drag and release the Cunningham and outhaul. Raising the dagger board more than a few inches will make the boat unstable and unable to track well. Sit forward in the boat for downwind sailing unless you are surfing or planning. Heeling the boat to windward will raise the sail up and catch better air while also reducing drag caused by the hull. It is essential to keep water flow on the hull and blades. If surfing conditions exist, it is essential to take advantage of each wave even if you must gybe and change course to continue surfing a wave. Several boat lengths can be gained from catching a good wave. Keep the boat balanced avoiding sudden movements which may make the boat unstable. Don't let the boom out past it's by the lee position or the boat will become highly unstable resulting in a capsize to windward. If surfing conditions are not present, sailing by the lee is most effective downwind. As you near the leeward mark, prepare for the upwind leg by lowering the dagger board, adjusting the Cunningham and outhaul for upwind sailing. If you must gybe around the mark, wait to gybe until the mark is 90 degrees from your boom. Over sheet, gybe and then quickly sheet in while finishing the rounding close to the mark.

Light Air 0-10kts

When sailing a laser in light air it is essential to keep water flow on the blades and hull. When the wind is very low sometimes sheeting in

block to block is fast and sometimes sheeting out a few inches is faster. The vang tension varies from loose to block to block and the cunningham from off to on slightly. Roll tacks are essential to maintaining boat speed, a good roll tack will maintain air flow on the sail and water flow on the hull and blades. A good roll tack starts by hiking out and heeling the boat to windward while sheeting in block to block (minimizing drag). Then sheet out and switch sides while maintaining boat heel. Next, hike out hard to flatten the boat while sheeting in and adjusting to the new course.

After rounding the windward mark be sure the main is in it's by the lee position, it may be necessary to let the main out a few more inches in order for gravity to keep it in the proper position. Heel the boat to windward and keep any actions as smooth as possible. When nearing the leeward mark prepare for rounding by lowering the dagger board. While rounding in very light winds, heel the boat to leeward around mark and finish the rounding by flattening the boat and sheeting the sail in.

Reducing Weight

New boats and boats less than 3 years old can weigh as light as 129 lbs and up to 135. The target weight for a brand new laser hull from the factory is 130lbs. Six pounds doesn't seem like much until you consider that a hull that is 129lbs is close to 5% lighter. By using light weight lines that don't absorb water and trimming your control lines to the right size, especially the mainsheet, the boat weight is reduced even more. Although tying your mainsheet to the back of your hiking strap might be convenient, there is an extra 3ft of unnecessary line. If your lines absorb water you could easily add 3+ lbs of weight. By drilling a few holes in the end of your boom, water can drain out quickly and easily after the boom touches the water in a roll tack, roll gybe or capsize. The boom can fill with water and add weight while you're racing especially if you capsize. If you capsize with a drain hole or two in your boom, by the time you're back in the cockpit the boom is completely empty. By weighing your next hull and paying close attention to the extra line in your rigging you could reduce 7+ lbs of weight over the competition. Starting out 6% lighter than the other guy can make a significant difference in one design racing. Also keep in mind older boats are generally much heavier since they have spent years absorbing moisture into the fiberglass. Older laser hulls probably weigh 15+lbs more than a newer laser. Even the clothes that you wear can make a significant weight difference. Dress for the conditions, but be weight concious. In the laser class 99% still comes down to the sailor, but with a good sailor with an optimized setup can sail even faster and do so more efficiently.

Friction

Cleaning your hull with normal soap and water, then use boat polish with Teflon or PTFE 2-3 times will make a visible difference in the way water adheres to your hull. The thin coating makes it so that the water appears to slide off the boat almost like a fresh wax on a car. A smooth hull has less drag and increased laminar flow area while a rough hull has more drag and increased turbulent flow area. Blades can also affect your boat speed, Laser sailors know the hum of the laser is caused by turbulent flow off the trailing edge of our dagger board. Both the dagger board and rudder come from the factory with squared off trailing edges. By lightly sanding the dagger board 100mm in from the trailing edge, turning the trailing edge into a smooth tip the hum will be reduced by creating a larger area of laminar flow over the blade. The rudder can be sanded 60mm in from the trailing edge to achieve the same effect.

If you've got some tips let us know! Visit our [contact Page](#).

Club 420 Rigging and Tuning Tips

Assembled by Justin Assad, Head Coach of the University of Vermont Sailing Team
Photos taken during the 2006 BEG Clinic at Sail Newport or of the Training Boats at Nantucket Yacht Club

In perusing this collection of rigging and tuning tips, there are a few important things to remember:

1. There are many ways to rig the club 420 and sail it very well. These are just a few ideas that I've seen that I thought were helpful - some will work for you, others may not, but now you know about them.
2. It is always important to point your boat in the right direction and pull the sails in, and perfect tuning is no substitute for wire-to-wire tacks, excellent spinnaker handling, or connecting oscillating shifts. However, when everyone is pointing their boat in the right direction you want to be the one going the fastest because you're set up correctly for that day's conditions, and that's why tuning is important.

1. Mast Butt: The default mast butt position is 9'4.5" from the stern. On pre-2003 boats this is the forwardmost hole in the step, but on boats after 2003 it is usually the 2nd hold back on the step. In any event, make sure you measure this so you know it's correct on your boat.

2. Rake Guidelines: The general range is 20'10 to 19'10, measured to the top of the wall in the stern, directly above the pintle. Forward for power, back for depower/point. Remember, the groove gets a lot tighter when you rake way back, and it becomes difficult to trim the top half of the jib when raked far back.

3. Forestay (see photos):

a. Extender: Use a metal shackle or wire to extend your forestay so that your mast can go back, allowing $\frac{1}{2}$ of the aluminum tube to leave the partners. This allows you to rake back effectively.

b. Tie a piece of shockcord onto your forestay and connect it to the bowshackle. Once you tension up your rig, that will keep your forestay from wrapping your jib telltales.



Not much to say here, but remember that this extender must be all metal after February 2010. Some e-tape helps keep the shockcord from sliding back down.

4. Chainplates (see photos):

a. To mark or not to mark? Up to you here, many just go with the number of holes down and front or back. If you know your exact tension/rake settings, you can set up easy corresponding numbers like this chainplate.

b. Make sure you have a small piece of sailtie so you don't lose your fast pins when you're on the water. Get fast pins that are the right size!

c. Go to your local bike shop and ask them for a blown innertube - they'll give you one for nothing, usually. Cut pieces that will cover your chainplates, then slide them onto your shrouds, and secure with electric tape. This will help prevent anything from snagging on them.



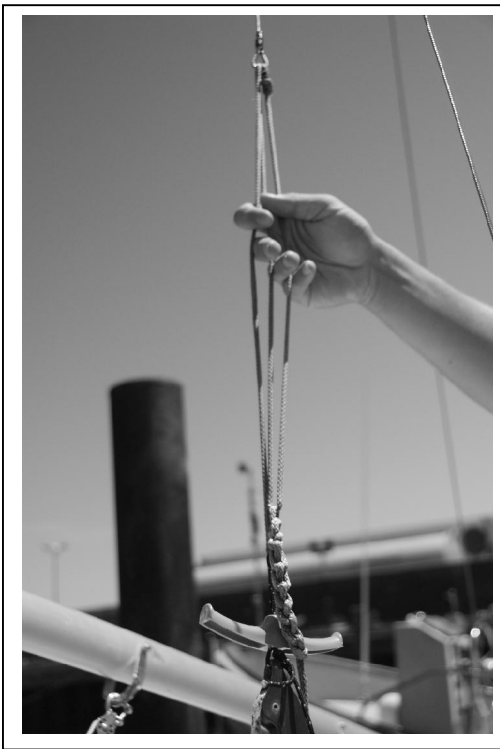
Note the innertube and sail-tie. If you look closely, you'll see the mark on the spin sheet which is probably where the pole is just off the jib.

5. Trap Wires

a. Many crews like a gross adjustment on the trapwires - this allows them to adjust the cleat and handle height, and is very important for wire to wire tacks. It also makes the crew's life much easier if everything is at a consistent height relative to their body no matter what the conditions. I've seen either the old laser hiking strap adjustment used here, or a fingertrap adjustment. There may be better stuff out there that I don't know about, so be sure to ask your coaches and pay attention at regattas. You can make your own fingertrap - buy a small fid and feed the line back into itself for 2-4" and then have it exit. Sorry to ruin the magic for you. With the old handles, you may need to pass a sailtie loop-through because the extender lines won't fit in the top of the handle. I'd strongly recommend replacing the handles with discs, but it's sailor preference.

b. Measurements: Cut your old wires down by 19". The line you'll use is 6' (spectra works well here). Bowline in the end of the line, through the top of the cleat, through the wire thimble, back down and through the bowline, then deadended on the thimble. Leave a tail on the bottom bowline so the crew can adjust easily. See photo.

c. Some sort of handle or ball on the end of the primary adjustment line is also an option.



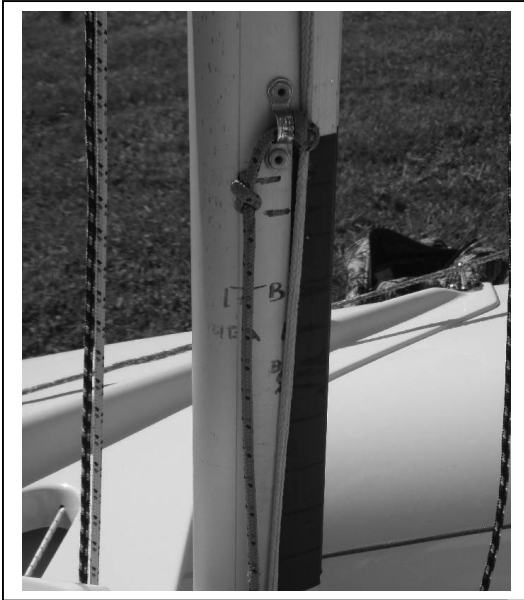
Note the daisy chain tail. You can get little plastic balls from your local rigging shops or West Marine to make this an easy grab for the crew. In the right photo, you can see the black line we used to allow us to reuse the trap handle. We didn't trim it, which is pretty junior varsity. Trim yours to the right length and hot-knife it.

6. Mainsail

a. Make sure you put extra tell-tales on the luff of your main - 2-3 sets, 1'-2' back from the bolt rope.

7. Jib

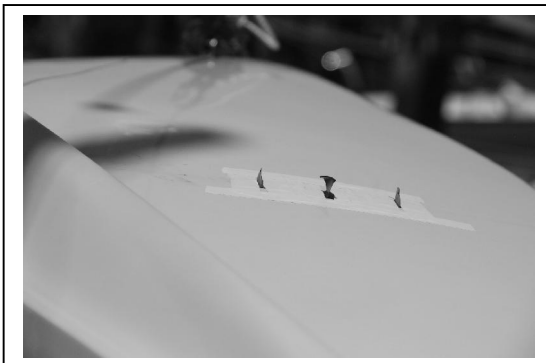
a. Halyard Tension measurement: Several different schools of thought here - the simplest is to start at the eyestay for the cunningham and place marks every 1/2". Whatever system you have here, the goal is to make it so that you can easily replicate from one day to the next. Put a piece of sailtape there, then your sharpie marks won't rub off.



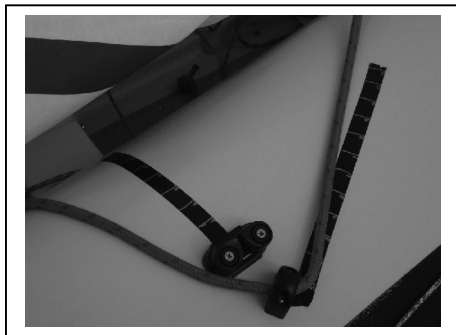
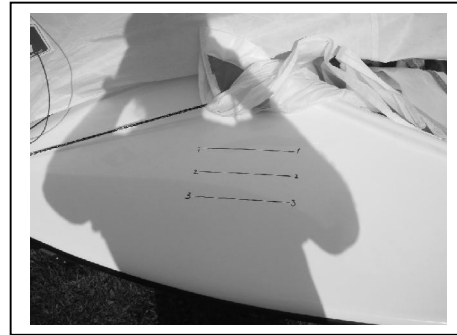
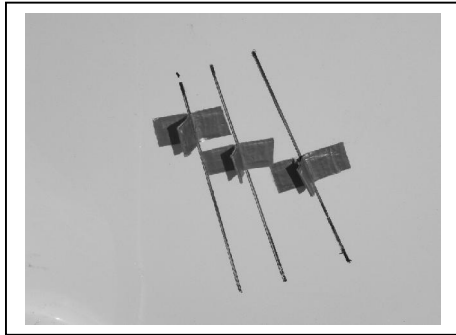
Several different systems here – I like the every inch system because it's simple. The top left photo corresponds with the chainplate a couple of pages back.

7. Jib, cont.

- b. Put a third set of telltales on there, right in between the two that are already there.
- c. Tying your jibsheets on – some go with the loop through the grommet, then the tails through the loop. This gives you very direct and consistent trimming ability, but it may twist the bottom ½ of the leech when you windward sheet hard. You can use a trucker's hitch, but be careful to tie it as close to the sail as you can so you have consistent clew placement when trimming – that will move the clew to windward without twisting the leech. Lastly, some crews tie the ends to the clew so they have a continuous jib sheet; you can also fashion a bridle in there with the end of one of the jibsheets. If you tie any sort of knot at the clew, wrapping it with e-tape will help keep it from getting caught on stuff.
- d. Jib Trim Markings help you get consistent trim. Place a mark on your jib sheet when it is fully trimmed, then put down some marks on the tanks to line it up. You can also mark up the splash guard, bow, and spreader so that you have several reference points for trim. See below for photos. For the bow, make a line 30" long with a bowline in the end. Hold it at the bowplate and make a crescent with a pen on the bow – that is the line where you'll want to put any stand-up jib trim tabs on – the center tab should be 9.5" from the side of the boat. See the next two pages for photos.
- e. Jib Cloth Adjuster: Free up the tack of your jib, then run a line from the bowshackle to the grommet, then back to the bow shackle, then back to the starboard chainplate. There, you can go through the industrial eyestraps to which the chainplate is attached, or you can put it through one of the pin holes. Then, either use a bowline and two half-hitches or you can make a fingertrap adjuster (see trap wire section for details on fingertraps).



Credit goes to Erin Maxwell, Dartmouth 01, for this system. We used a dry-erase marker but a pencil also works. Note the use of white electric tape so the crew can differentiate from the wire. You can't tell in black and white, but the tabs are three different colored electric tapes so the skipper can easily communicate about where to trim the foot (Go Green!).



Here are some more of the trim guidelines. I especially like the marks on the splashguard, which are an excellent guideline for windward sheeting.

8. Bridle

- a. The bridle is critical for main trim. This has evolved some over the past few years, the simplest on-the-fly adjuster I've seen was shown to me by URI coach Joey Mello – take 11'6" of some sort of spectra, then pull the cover off some other line and whip it onto the spectra where the mainsheet block will go (it is not dead center, so you'll have to play with this a little to get it right before you start whipping). Leave one line 18" longer than the other – that's a guess, you may have to tweak that number yourself. The lines form a triangle by going through the traveler bar pins and then through the eyestraps in the middle. From there, tie them together (bowline slips least, I think) and then make a small bowline on the longer tail. Run that tail back to the traveler pin, then back to the bowline, and tie off with two half-hitches (right inset). Want to get fancy? Grab your trusty fid and make a fingertrap there for incredibly easy adjustment on the water (left inset). Be sure to trim any extra line so it doesn't get stuck in anything – there's a lot of traffic in that part of the boat.
- b. Once you're up and running with your sweet on-the-fly adjustment bridle, you can put some small sharpie marks on your centerboard trunk so you can quickly get your bridle height correct in between races. These will correspond with your tension/rake settings.
- c. If you are using fastpins, make sure they are taped in.



Fingertrap on the left, when you have time to set it up correctly.
If you need to rush and just have the line, use a bowline and two half-hitches like the setup on the right.
Matt Clark, UVM 08, came up with the fingertrap tweak on this bridle.

9. Centerboard

- a. On land, flip your boat over and put marks on the top of the board when it is 25%, 50%, and 75% up. You can see them on the board below.

10. Vang

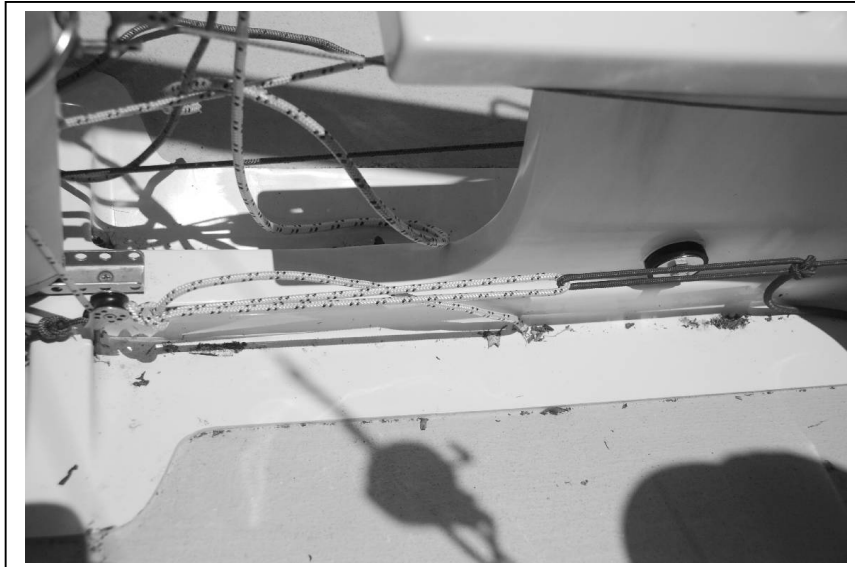
- b. On your vang, the line that begins dead-ended on the bale of the mast and goes up through the top block on the boom is static – you can put electric tape or sharpie marks on it, and then you can measure the movement of the blocks against those marks. The pictures may be tough to make out on this one.



Electric tape trim lines and lines on the board to gauge depth.

11. Topping Lift

- a. Put a telltale on the line 1-2' above the hook – that will give you a direct indicator of what the breeze is doing before it hits your kite.
- b. In nearly all conditions, you'll want the pole height at a right angle to your jib luff. Set your pole there, and then either put some electric tape or black marker on the jib luff so you have a quick reference. Then, put some marker on the line where it goes through the trunk so you can just look down and set it there too (when you're coming upwind the crew can check it on the stbd. layline).
- c. When it's really light or windy you may need to drop the pole to 90 degrees to the mast (so light that the spinnaker is collapsing on the luff, or when it is so windy that you're overpowered) – tie a knot in the line at 90 degrees to the mast, then you can just pull it and drop it if you need to. See top photo below.
- d. You can tie an eight knot in between where the line connects to the shockcord and the little block tied into the bottom of the boat to prevent your pole from skying. Be careful here; if you tie it too close to the block, the crew will really struggle to get the pole out if you botch the set. Leave yourself some room for the pole to go up before it stops. See bottom photo.



The sharpie mark is 90 degrees to the jib luff, the knot is 90 degrees to the mast.

12. Spinnaker Halyard

- a. Pull your kite up 100% on land and then marker the halyard where it exits the trunk; this is a quick reference on sets and on long reaches.
- b. I used to advocate a small 8-knot two inches from the head, but now I don't – if it's light and you need projection, let it down a couple of inches. If it's hourglassed, skipper pumps the halyard while crew plays the sheets until it comes out. Otherwise, why not raise it all the way?

13. Spin Sheets

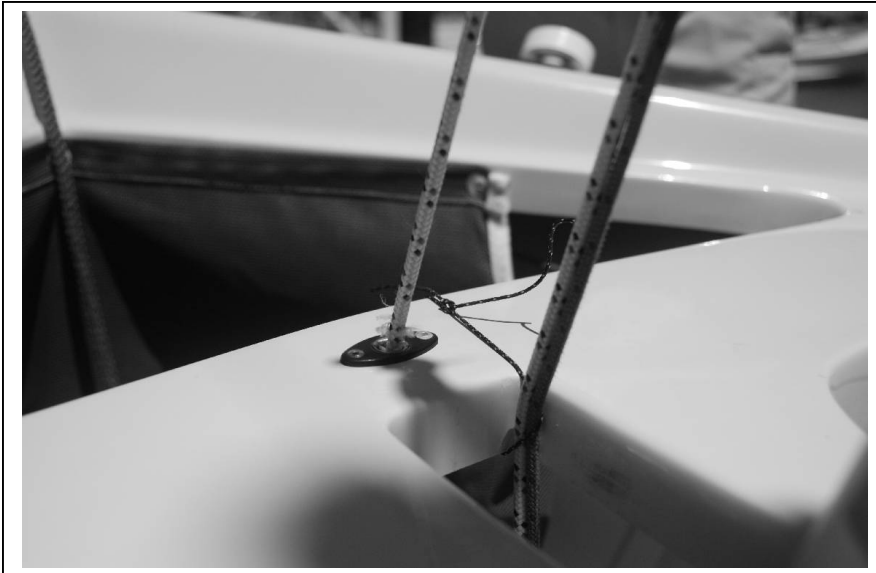
a. Gybing knots: These knots stop the guy from going forward; they should stop the pole essentially at the forestay, but you'll need a minute amount of play so your crew can get the pole on. Play with it so that you only have as much as you need.

b. Mark your guy with a sharpie so that you have a reference for when your pole is just off of the jib wire. This will make it easy for you to quickly heat-up to a reach.

14. Et Cetera

a. Tape a small piece of blown inner-tube over the jib wire-block/forestay attachment to prevent the spinnaker from getting caught on it. You can also put one over the jib shackle.

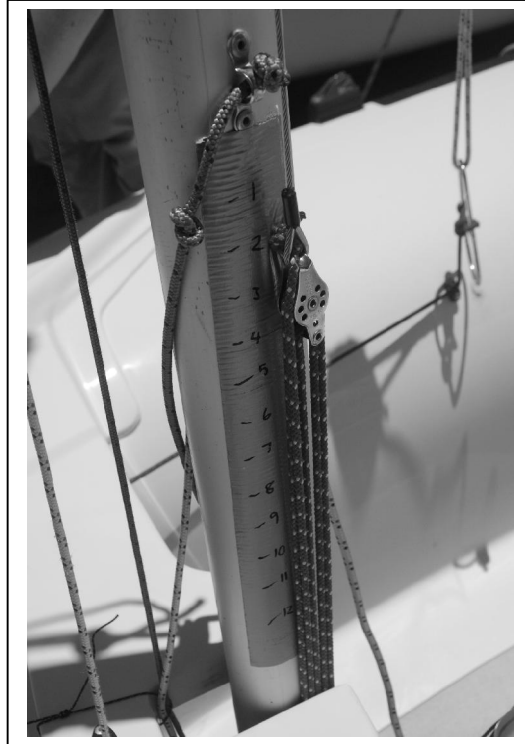
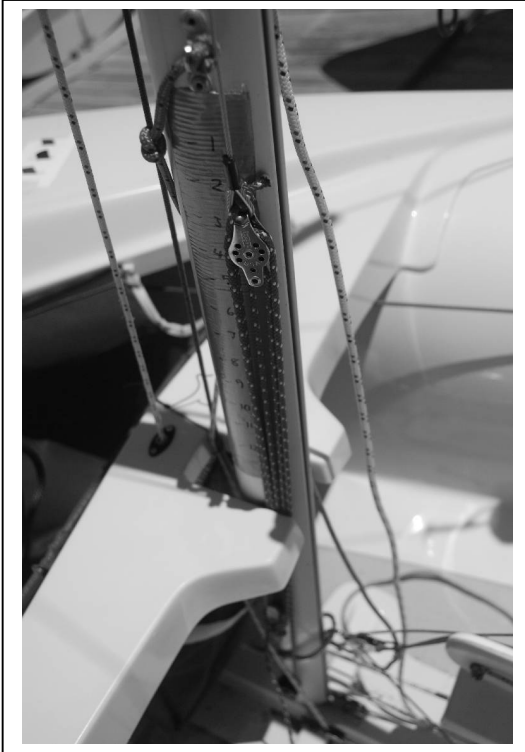
b. Grab an opti sailtie and tie it around the front of the mast partners to keep the spin halyard and topping lift from getting caught on stuff at the base of the rig.



A picture is worth a thousand words – I don't have much else to say about this.

- c. Trim your control lines so that you don't have spaghetti all over your boat.

d. Jib Halyard: You can run a 5:1 purchase here to make adjustments really easy. Get a thin line and cut it the same length as your thick one (I use the thicker vectran that is used on the corners of opti sails, 3/32 I think). Dead end it at the thimble in the wire halyard, then go down around the cleat, back to the becket on the jib block, down to the lower mast block, up to the jib block, then cleat. Make sure you run it clean, so it is easy to adjust on the water.



You can't see the bottom half of the purchase, but here's the top. This makes things much easier to adjust jib tension on the water.

e. Cunningham Purchase: two ways to do this; 1) run the line through the grommet, get the luff as loose as you'd ever want it, and then tie a bowline. Run the line down to the cleat, back to the bowline, then down through the cleat. You can also deadend the line at the cleat, go up through the grommet, through the eyestay, and then back to the cleat.

f. Guy Roller Pins: Finally, no more lost guy hooks. Certain boat manufacturers are now making "roller pins;" they go in the bottom of your chainplate, and replace your guyhooks, and don't break off when some guy doesn't give you room and then locks rails with you.

g. Streamlined Mainsheet blocks: I'm not sure if this is legal, but if you feed the mainsheet back into becket where your bridle attaches (we used a sailtie to tie it since our 1/4" mainsheet was too thick) you can get the blocks to actually two-block straight in, which is pretty slick looking, and probably keeps you closer to centerline.

1. For bridle height, the bloom should move down about .5" when you bring in the last trim (two-blocked). If your bridle is too short, you won't be able to two-block it. If it's too long, one of the legs will go slack when you are fully trimmed – both sides should be tight.

2. I'm a fan of sailing 4:1 in all but the extremes (real light or real heavy), but this is really sailor preference.



You can just barely see the thin opti sailtie we used to tie that 8-knot to the becket where the bridle is attached. You can use some electric tape here to prevent chafing. Credit goes to Matt Clark, UVM 08, but he warns that he's not sure of the legality of using an extra sailtie here, so use it at your own risk.

15. **Setting up a Tuning Matrix:** Once you learn how to tune your boat effectively, you can begin to replicate the settings that got you moving fast. It should look like the one below. Your pins are labeled according to front or back of the chainplate. At each setting, you'll want to know where the correct tension is. Make sure you mark the height of the jib block on the rig when you have it where you want it.

You should not be looking to your coaches for these settings – you need to get out there with your teammates and find out what's fast. I've put a base up there, and a super heavy setting, but everything else you need to put the time in to fill out the chart yourself. You can recreate this chart with sharpie on the thwart right next to the mast, that will allow you to quickly reference your settings. As you further develop your understanding and feel of the boat, you can then make minute adjustments from your settings based on how the boat feels. Remember: don't just set it and forget it – constantly evaluate the boat's feel, and keep adjusting variables while training with your teammates to see if you can find something faster!

	Pins	Tension	Rake
Light	4F	27	20'7"
L+L			
L-M			
Medium			
M- Heavy			
Heavy			
911	5B	32	19'10"

This is only a small smattering of much of the good stuff out there for club 420 sailors these days, but this should get you started. Don't be afraid to try new things. Some people have experimented with flipping cleats on the trunk to make their bridle or jib halyard more easily adjustable. Let me know if you have any good ideas that I missed out on, I'd love to include them. My contact information is on the UVM Sailing Website.

Everything you always wanted to know about Optis*

*but were afraid to ask.

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How to get the most out of Nationals (Cabrillo Beach '09)

GreenFleet explained

How to run a great GreenFleet regatta

Tips for coaching at a GreenFleet regatta

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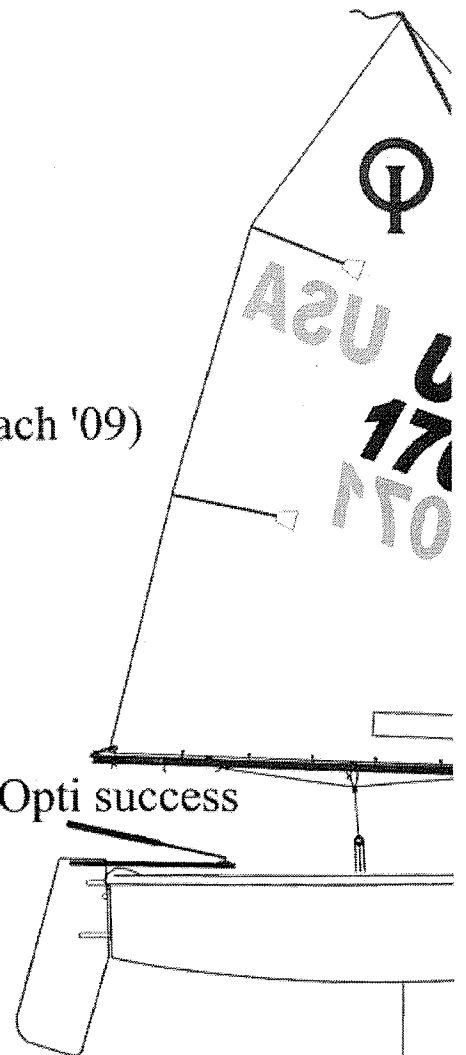
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Tom Coleman
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Having been closely associated with the Optimist for over fifteen years, as Opti Pop, instructor, international coach, and manager at McLaughlin Boat Works and Optiparts USA, I have been privileged to work with thousands of young Opti sailors, their families and coaches. Most of the following came from them. Thank you one and all!

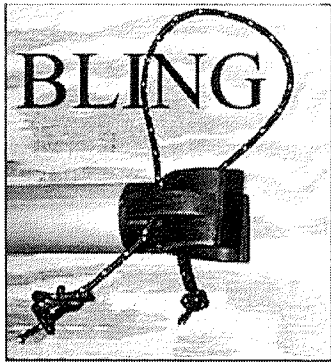
SETTING UP THE CLUB RIG:

The Club Rig for the Optimist is characterized by silver anodized spars (mast, boom and sprit pole) with eye straps at the masthead and sails that stay rigged on the mast. This is the basic set up for beginning Opti sailors and is the most popular rig for clubs, community programs, sailors just starting out and sailors who are not concerned with competing past the GreenFleet level.

The advantages are low cost, low maintenance, no pieces to loose and easy rigging. Disadvantages include that the sail is not easy to remove (so it stays rigged) and that the mast is considered not stiff enough for competitive racing, especially by heavier sailors.

The rig consists of mast, boom, sprit, and "B" pack or rig pack containing lines and small fittings. Add a sail and you're ready to begin!

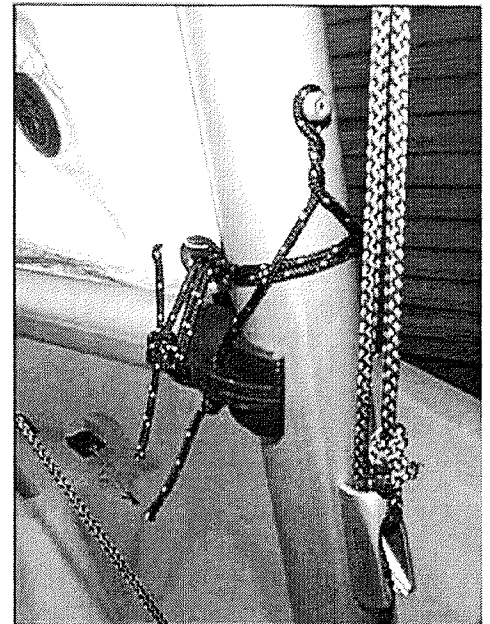
Rig the Boom: bling, vang, outhaul, bridle, bridle preventer

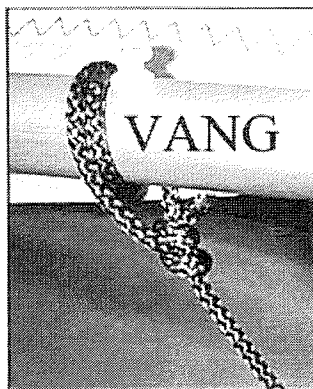


Starting with the boom jaws, tie the bling (boom preventer). Tie a double figure eight knot close to one end (the double twist in the knot makes it far easier to untie in the future). Pass it through the holes in the gooseneck as shown and tie another figure eight knot in the end.

Note: The boom preventer is a very important, but often omitted or misunderstood part of Optimist rigging. It

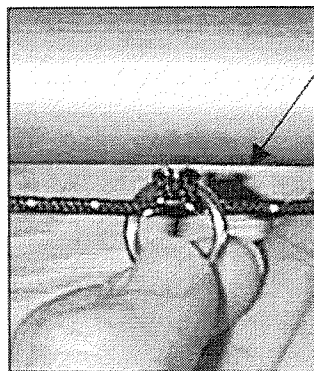
works in conjunction with the vang and sprit adjuster. By restricting the downward pull from the vang, the preventer fixes the inboard position of the boom on the mast and consequently the fullness or flatness of the luff. Without the preventer, vang tension also affects the luff tension, often in contradiction. The preventer is adjusted by adding twist. The more twists, the shorter the distance between the boom and preventer peg, thus the boom has been raised giving more depth (power) in the forward part of the sail. Consequently, the less twists, the flatter the sail will be. To see how important the preventer is when sailing downwind, try this: with the preventer off, tighten the vang and see how easy it is to lift the outer end of the boom as if sailing downwind. Without the preventer, the vang acts as a pivot point and allows the end of the boom to raise, just the opposite of the desired effect!



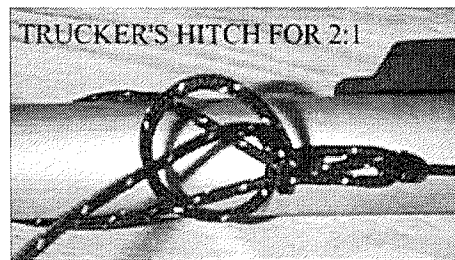


Next, add the **boom vang** and **outhaul**. The vang may be either a short line secured to a wire pennant or simply a piece of 1/4" line. Secure the short line to the wire pennant loop with a bowline or one design knot. The simple line can be secured to the boom with two half hitches or a doubled turn bowline to prevent it from riding over the vang peg toward the mast. Tie a figure eight in one end of the outhaul and simply pass it through the port end of the outhaul fitting. (We'll finish it after the sail is tied on.)

Last on the boom, we need to secure the **bridle** for mainsheet attachment. This line must be Spectra or even better, Vectran, as it sees high loads and must not stretch. Start by tying a bowline, tightly around the boom at the forward bridle fitting. Thread a stainless ring onto the bridle and wrap the line thrice more through the ring.



Next, secure to the aft bridle fitting with a trucker's hitch. Pull the trucker's hitch as tight as you possibly can. To finish it off, wrap the hitch with half hitches that draw it even tighter. Now pull the bridle like an archery bowstring. If it pulls close to 10 cm (4"), start over with the trucker's hitch and stretch it even tighter.



Performance Note: *With the bridle fully tensioned the bridle ring will be very hard to move, which is good so it doesn't move accidentally. To purposely adjust the position, use a screwdriver, pliers handle or piece of line inserted into the ring for better grasp, then pull the ring to new position. Why adjust it? Move it forward for larger sailors who may have difficulty getting past the sheet (they are usually strong enough to handle the decreased leverage). Move it aft for a smaller, weaker sailor (especially in a breeze) to allow better leverage yielding less tension on the mainsheet. The median position would be directly above the ratchet block.*

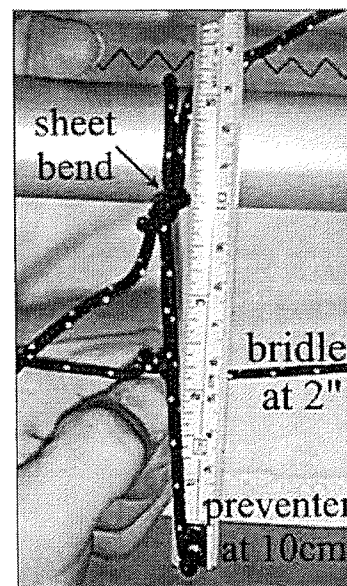
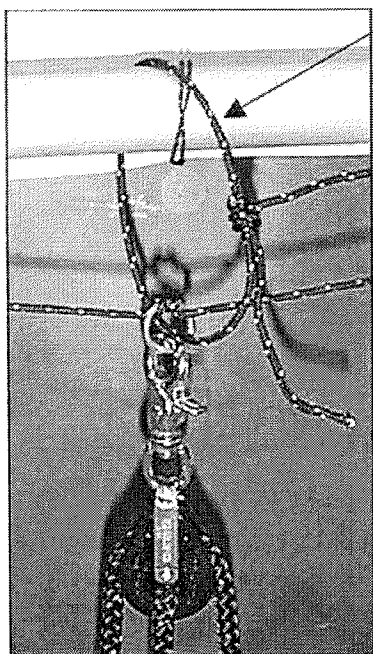
Once satisfied that the bridle cannot pull away too far (try for 3" maximum), add the bridle preventer.

The **bridle preventer** should restrict the bridle to pulling no more than 10 cm (4") from the boom in event it loosens. Tie with a sheet bend (a square knot would flip and loosen under tension).

Safety Note: *A loose boom bridle can hang below the boom in a "v" shape. If loose enough, it can trap a sailor's head resulting in possible capsize and catastrophe. **DO NOT ALLOW SAILORS ON THE WATER WITH BOOM BRIDLES THAT HANG FARTHER THAN 10 cm FROM THE BOOM.** Also, use a bridle preventer to help restrict the stretch to less than 10 cm.*

Performance Note: *The bridle is designed to be attached to the boom in two locations for a reason. By doing so, it spreads the load, decreasing bend and destructive point loads on the boom. The boom was not designed to have tension on the bridle preventer. The preventer is to prevent head*

entrapment. Some coaches encourage over tightening the preventer for lightweight sailors in heavy winds to spill air and depower, but this produces a point load that can break or bend the boom. The result is debatable, but sailors who routinely sail with overly tight preventers may be sacrificing performance.



Tie the sail on: sail, mast, boom, sail ties

Lay the mast on the floor or grassy area. Next slide the boom bling around the bottom of the mast and snap the boom jaws to the mast about 6" below the bling peg (see 2nd pic, first page). Be sure the bridle is pointing down away from the top of the mast. The bling peg should point opposite the boom. Now spread the sail out to fit inside the mast and boom with eyelets toward the spars.

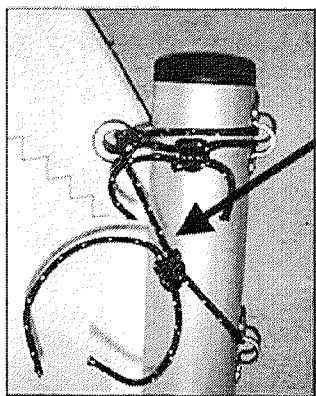
Begin tying on the sail by securing the throat eyelet to the masthead (see pic below). Use the longer, thicker **sail ties** (corner ties) and loop twice through the eyelet, each time passing around the mast and through the upper eye strap. The sail should be very tight against the mast at this point. Secure with a square knot making sure that it's pulled as tight as fingers will allow. Tighten the knot further by grabbing the sail and pulling. This tightens the knot from the inside. It also allows you to check that the sail is still close to the mast, even under pressure. Retie as needed. Savvy Opti sailors will now tie an extra "half of a square knot" to help hold the original square knot from slipping. Half hitches on each end are not recommended... too hard to retie.

Note: Double length sail ties are recommended as they can be tied tighter than a single wrap.

Note: After a day of sailing you may notice that the sail is not tied nearly as close to the mast as it had been. Short Vectran, Spectra, even Dacron sail ties don't really stretch... not that much! The reason is slippage in the knots. To correct for this, all sail ties must be very tight to begin with and knots pulled very hard... from the inside as well as the outside. Basically, on lighter air days the sail can be a little further from the mast, while heavy air days will require the sail touching the mast, even when tensioned. All knots should be pulled tight, always. In addition, the corner ties should always hold the sail close to the spars, not allow it to bind, but so there is no space between sail and spar even when pulled.

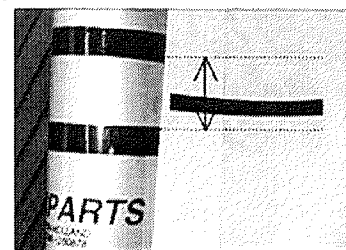
Note: A masthead wind indicator can be secured to the masthead through the use of sections cut out of a bicycle inner tube (like heavy duty rubber bands). A bracket can also be obtained for the purpose.

The next sail tie to install is the **halyard preventer**. It is also one of the thick ties as it sees higher loads, like the corner ties do. The purpose of the preventer is to keep the sail from riding too high on the mast when the sprit adjuster (halyard) is tensioned.

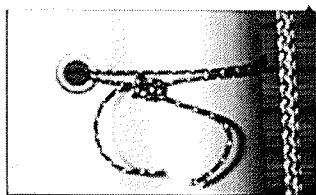


It loops only once through the same throat eyelet, but at an angle down to the lower eye strap. Instead of pulling this tie tight, adjust the loop so the top corner tie remains perpendicular to the mast when the sail is pulled upwards.

Performance note: Accordingly, the halyard preventer works in contravention to the sprit adjuster by positioning the sail band within the class legal bands on the mast. Loosen it to lower the sail. Tighten it to raise the sail. Keep in mind that after setting it, heavy vang and halyard adjustment can sometimes pull the sail past the mast bands and must be accounted for.



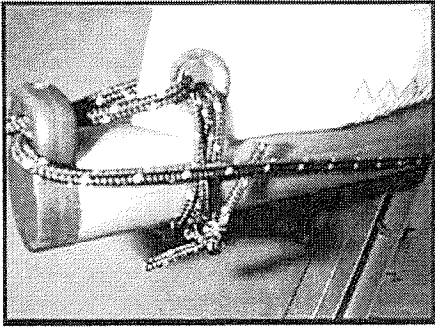
Now you can work your way down the mast, tying each eyelet with a double loop of the thinner sail ties. (If you've jumped ahead and installed the sprit adjuster, be sure sail ties go between it and the mast and don't wrap around it or any other rigging).



All sail tie knots should be pulled very tight to avoid the sail pressure pulling the knot and loosening the distance between spar and sail. The four corner ties should hold the sail so it's touching the spar, but not so tight that the sail is bent or disturbed. In light winds, it's OK to have some space showing. Intermediate sail ties along the mast should be set in the same way. Intermediate sail ties on

the boom need to be set loose so the sail can "tack" over the boom fittings. A good rule of thumb is about a pencil or pinky width. Class rules specify that no sail tie or corner tie be farther than 10mm (about 3/8") from the spar.

The last tie on the mast is the tack corner tie. Make sure it's tied below the bling peg and remember to tie this with extra effort as it sees a very high load.



Finish up by tying the boom corner tie at the tack, followed by the loose intermediate boom ties (be sure not to trap the bridle or outhaul). Don't make the mistake of leaving off the clew corner tie and assume the outhaul will hold it down. This tie is just as important as all the others (see pic at left).

Now that the sail is tied on, the outhaul can be rove through the clew eyelet from port to starboard, back through the outhaul fitting on the end of the boom and directly to the jam cleat. (see pic at left) You can also reeve the end of the vang line through its cleat. Tensioning the vang is achieved with the sheet and then the vang line is pushed into the cleat while the sheet is being eased. Reverse this operation to ease the vang.

Note: make sure the tale of the outhaul is not too long. 45" is plenty long enough for the overall length to achieve the maximum 2:1 purchase. Tie a bowline in the end to make it easy to grab and to keep it from hanging down and getting in the way. Handles are not allowed and not necessary.



Rig the Sprit Adjuster: halyard, handle, block

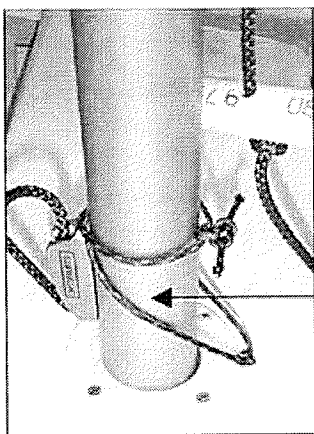
The sprit adjuster or halyard is a 2:1 purchase. Tie a small bowline in one end of the smaller of the two lines. Pass the other end downward through the block on the front of the mast. Tie the loose block onto the end with another bowline. Tie one end of the second piece of line to the bridge on the halyard cleat. Pass it through the block and down through the cleat. Attach a handle to the lower end at a position that will allow full halyard tension without hitting the thwart.

The sprit can be installed before or after stepping the mast, but may be easier afterwards.

Performance Tip: make sure you put the sprit on the starboard side of the mast, not the port! This actually has some merit as the sprit won't disturb the sail shape for a starboard tack start and as most of the second leg is usually on starboard tack.

To make the sprit easier to adjust for a smaller, weaker sailor, make the tail of the adjuster long enough (about 75") that they can use their foot to push down on the line while holding the loose end.

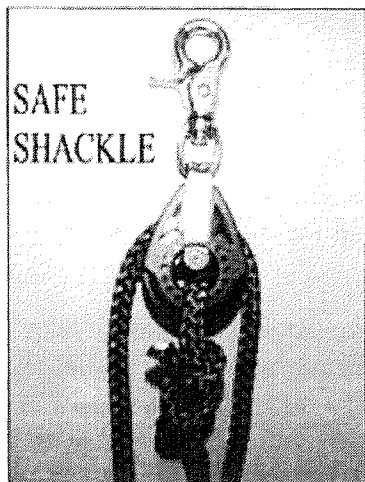
Stepping the mast: tying mast in



Most eight year olds are able to step the mast alone after a little practice. The trick is to keep the hands spaced wide apart on the mast and to work in harmony with the wind, not against it. If the rig must be transported any distance or if the wind is too strong, fold the boom up to the mast and carry it folded up.

Immediately after stepping, the mast should be tied into the boat. The mast tie-in prevents the mast from coming out of the cup and damaging the mast thwart in event of a capsize. The tie-in lines should be long enough to wrap around the mast, crossing over top of the vang cleat and securing in front with a square knot and a half. Always test that the mast cannot be lifted out of the cup.

Safety Note: The use of a "mast clamp" for securing the mast is becoming more prevalent, especially with racers, but it should be used as a secondary means in conjunction with tie-in lines. Tie-in lines afford a visual check while under sail (and by coaches) and are less prone to failure.



The mainsheet block should be attached to the boom bridle with a shackle that is easy to use, lightweight, inexpensive, takes only one hand to use and is SAFE! Why one handed? So the sailor can steer while connecting or disconnecting.

Safety Note: Clips that can open by themselves are extremely dangerous. Some are known as carabiners and at one time were widely associated with the Opti. The danger is they can grab clothing, lifejackets, even tow lines... the result is often capsizes which has led to documented cases of near drownings.

De-rigging the Club Opti: storage

Remove the sprit pole and lay it in boat. Loosen or remove the vang from the cleat and unclip the sheet from the bridle. Lay the rig on the grass or across the boat. Fold the peak of the sail down and across the mast so the battens parallel the mast when the boom is folded to the mast. Lay the sprit on the rig and roll it all together.

Bow line:

The class legal Optimist bow line is 8 meters or about 26'3". The length is due to the way Optis are towed in "daisy chain" fashion and to allow room for boats to not surf into each other while on the tow. The bow line (or painter) should be secured with a bowline led under the maststep adjuster screw and tied closely around the maststep cup. Do not lead the bow line through the hole in the deck at the bow, rather use a bow loop made from 9" of 3/16" line led through that hole (which is actually a drain hole).

Next, tie a bowline to form a loop in the running end of the bow line big enough to easily get a large fist through (about 6" diameter). Now comes the important part...

Starting at the boat end (never coil from the running end) coil the bow line (please, not around your arm!) in loops about 24" long. When close to the end, roll the coil up in the remainder of the line and tuck it up underneath the inside rim of the bow rail. No locking hitches! The idea is that a safety boat or coach boat can come up to the Opti, quickly grab the bow line and take off.

Bowline maintenance – don't leave extra knots in the bowline they weaken the line and make it hard to daisy chain when towing. Two knots, one secured to mast step cup and the other end has a loop.

Daggerboard Bungee:

Should be loose enough for easy adjustment, but tight enough to hold the daggerboard up at any height.

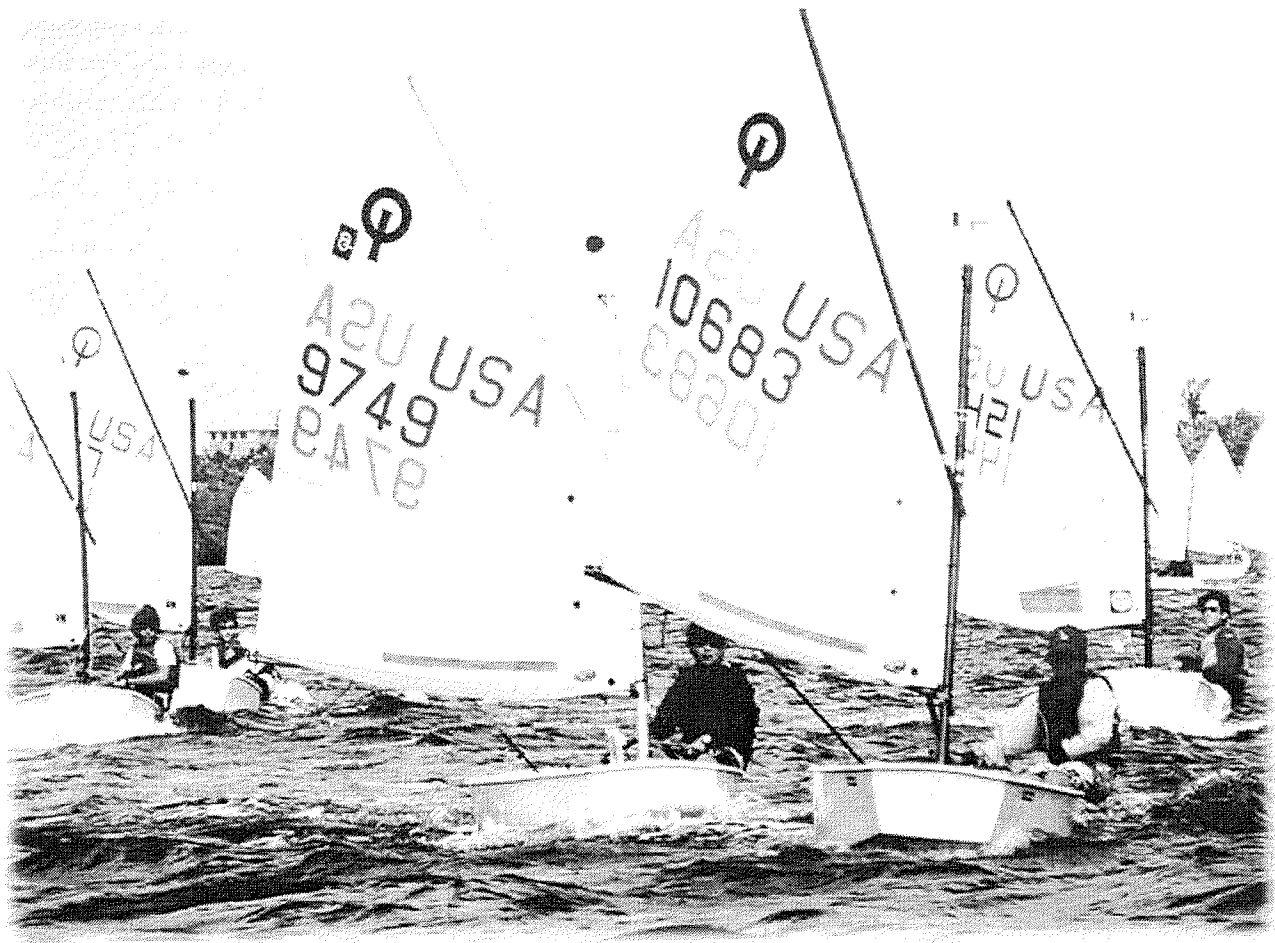
Bailers:

Every boat should have 2, one for each hand. Also, if one breaks, you still have one. Tie the bailer lanyard to the aft airbag strap on each side with a bowline. With the lanyard easy to reach from sailing position the bailer can be quickly pulled into your hand.

WELCOME TO OPTIMIST DINGHY RACING

Who can race the Optimist? While the Salty Sisters, Windlasses, Dinghy Dames and Broad Reachers, Florida women in their “prime” sail and race it, the Optimist Dinghy was conceived as and is a boat for kids. That’s probably the main thing that has made it the most popular and best youth training boat in the world.

Most junior programs start accepting kids at age eight. Some start sailing, even racing, at seven or earlier, but they are the exception (see “GreenFleet: When”). Optimist sailors come in all shapes and sizes, but cannot be older than 15 by December 31st. On December 31st of the year they turn 15 they “age out” of the Optimist and can no longer officially race the boat. Kids who age out usually move on to larger boats making the decision to stay either sailing solo or doublehanded as skipper or crew in a boat such as the 420 or Pixel. Some will get into “big boat” sailing on much larger craft and many are ready for high school sailing.



Some kids “size out”. That is, they just get too big for the boat before aging out. So who is too big? It seems to be more of a state of mind rather than physical size. There have been sailors who were very competitive at over 140 pounds and some over 6’ tall! To stay competitive with the lighter weight sailors they rely on being athletic and use the skills and knowledge gained over their years to stay at the top. Many sailors “think” they are too big if they are not winning races. But, for the majority, the longer they stay in the class the better racers they will become. Why? More boats on the line, more regattas, and more training opportunities than any other class. When they do age out, after a short transition time they are leading in their next class as well. It should also be noted that some kids who leave the class early, usually because of unsatisfactory results, can often achieve greater success and have more fun in another class by moving into the Laser or 420.

WELCOME TO OPTIMIST DINGHY RACING – PAGE 2

Kids who are not good in other sports or who don't excel in other areas can sometimes do exceptionally well at racing. Interesting that their successes (I didn't say "wins") in sailboat racing often carry over into everyday life with possible outcomes being better grades, increased responsibility, better athletic performance and self confidence.

What's the deal with fleets? Basically fleets are groups of sailors divided by a commonality. Kids who race Optis are in the Optimist Fleet, as Laser sailors are in the Laser Fleet. Optimist sailors are further broken down into GreenFleet or Competitive Fleet (sometimes referred to as Championship Fleet). The Competitive Fleet is divided by age levels: White fleet is for sailors up to 10 years old, Blue from 11 to 12 years old, and Red from 13 to 15 years old. All the age level fleets sail together at the same time, on the same course. They are scored as a whole with overall trophies being awarded, in addition to being scored in the age group fleet. The beauty of this is that younger sailors can compete against and learn from the older, more experienced sailors... and sometimes beat them,, translating into rapid skill acceleration.

The sailor sails in an age level White, Blue or Red group determined by their age on the first day of the regatta. In addition, at a very large regatta the Championship Fleet may also be divided into flights (irrespective of age level) and given colored streamers to place atop their sprit pole. This keeps the starting line manageable. A rotation assures that all sailors get a chance to race against all others.

Optimist Fleet (age 15 and below)			
GreenFleet	Championship Fleet		
beginner	competitive/advanced		
	White Fleet	Blue Fleet	Red Fleet
15yrs and below	10yrs and below	11 to 12	13 to 15yrs
Boats must be class legal, but are not measured except for safety items	Boats must be class legal and are measured at major championships such as Nationals, Team Trials and MidWinters.		
Silver Fleet, Gold Fleet – arbitrary designations used when no GreenFleet is offered, but organizers wish to run two courses or two levels of racing by skill/experience. Silver is NOT GreenFleet!			

While the level of competition varies and usually gets more intense with the progression from club to international, racing for the GreenFleet is basically on the same level. All GreenFleet regattas should allow coaching of the bottom half. All should have a clinic as part of the event. And all should favor development and FUN for all over competition. Trophies are discouraged as they really don't make sense for GreenFleet. Certificates, medallions or small trophies, all identical, for EVERY participating racer should be awarded. This prevents sailors from "camping out" in GreenFleet to collect placement trophies.

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www.optiguytom.com 423-432-2080

OPTIMIST GREENFLEET – WHAT’S IT ALL ABOUT?

Not all kids who learn to sail Optimist Dinghies will want to race... *and that's OK!*
But, every kid should have the opportunity to experience the extra-friendly introductory part of
Opti racing, before entering the “competitive” fleets, known as *GreenFleet*.

It's a great way to become a better sailor and add another exciting dimension to the sport.

Psssst!... it's really about FUN and FRIENDS!

Who? Once a sailor is fairly competent in the Opti and are able to sail upwind and down, can tack and jibe in medium winds... they really have only one more requirement to be a GreenFleeter. That is the desire to give it a shot... to give it their best try. If they are like most kids who enjoy having fun on the water, if they like to make lots of new friends and learn a sport that can last a lifetime... **they'll love GreenFleet!**

What? Racing is where all the boats start at the same time and go as fast as they can around a course, usually a triangle marked by buoys, and try to be ahead of as many boats as possible at the finish by sailing fairly. Just like in a foot race, there are certain rules. In a foot race you don't start until there is a “1...2...3...GO!” You wouldn't trip your opponent, hitch a ride on a bike or cut a corner, because you know that would be breaking the rules, cheating. Likewise, in sailboat racing, there are rules. We'll get to the specifics of those later.

GreenFleet racing is aimed at being the “school” of racing while ensuring that every sailor has a good time, a positive learning experience. One of the best things about GreenFleet is that coaches are allowed to “actively” coach the sailors while they are racing.... even at Nationals. To be more accurate, it's only the “bottom half” who can be coached. In the more competitive age level fleets the sailor is more on his/her own. Of course, they usually have fun, but the emphasis is on ensuring fair competitive racing for all participants according to the Racing Rules of Sailing (RRS). They may be on the water for eight hours or more with courses miles long. Being thrust into that type of racing without the introduction offered by GreenFleet can be intimidating to many young sailors. Some don't return (to sailing or racing, that is!). Really great GreenFleet PROs and coaches are sensitive to the needs So a GreenFleet run by those aligned with development, rather than performance or position at the finish, broadens the field of up and coming young sailors.

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.... even at Nationals!

Why? So GreenFleet racing, in fact most sailboat racing, is so much more than simply sailing fast around the buoys. When kids return home from a regatta the chatter is not about who beat whom or how they did a perfect roll tack and forced Eddie to the other side of the course. What kids and parents remember most is the FUN of the whole experience, the new friends they made and seeing old friends again. They remember the bailer wars on the tow back from the course. They remember the ten kids in sleeping bags crowded on a living room floor. They remember the girl who helped them bail their boat after a tearful capsizes or the coach who was always there, encouraging them to stick it out, banged head and all... and they did ... and they didn't finish last ...and now they can't wait until the next regatta! (series of races). ...short answer? **F-U-N!**

OPTIMIST GREENFLEET – PAGE 2

When? When is it OK to start into a racing program? Even with twins, kids are all different. Some are ready physically, emotionally and psychologically by eight (well, kinda ready). Many start much later and that's OK. Instructors and coaches are usually in the best position to make that decision, but it's really up to the parents. Just because Johnny can outmaneuver the other kids in "Opti-Tykes" doesn't necessarily mean he is ready for competition. Can he play games without always having to win? Can he come in last and still enjoy the game? Katie can right her own boat, but does she understand game rules and why they are necessary? Do they take care of their boat and equipment? In other words... do they really have the **emotional maturity** that is so crucial? Most experts will agree that earlier than eight is pushing it. We've seen six year olds who did great and we've seen 10 year olds who didn't. And it's a fact that sailors who don't get into racing until age ten, eleven or older are not lacking as they quickly catch-up to their peers.

Older Opti sailors should not skip GreenFleet. A well run GreenFleet program or event will contain all the elements to keep sailboat racing FUN while learning basic Opti-specific technique, basic tactics and strategy along with Corinthian values and sportsmanship. We should not assume that just because fifteen year old Joanie can sail that she can, or should race. Being thrust into the competitive fleet without the "schooling" GreenFleet offers can be disastrous. Strong roots make for mighty oaks.

Where? Most kids will start GreenFleet racing at their own community or club program. Good instructional and coaching staff are crucial to a sailor's success. As a minimum they should be US Sailing certified Level 1 instructors. Level 2 is even more desirable as that is where instructors learn basic coaching. Most programs have found that hot-shot racers don't necessarily make good instructor/coaches, but a racing background is very helpful. Success comes from technical knowledge of the Optimist Dinghy itself. If the instructor wasn't brought up in a good Opti program they can take advantage of USODA's clinics for coaches.

There are several levels of racing, but in GreenFleet expectations should be the same:

Club level - this is like intramural sports. This where kids are introduced and get comfortable to racing with their friends.

Regional - this is where the FUN really starts as kids get to travel to other programs and other sailing venues. An example of this is the very successful US Sailing Junior Olympic Festivals. These should, and most do, have a separate course especially for GreenFleeters. Occasionally you will find the Opti fleet divided into Silver and Gold. This is NOT GreenFleet racing, but GreenFleeters may compete if they are experienced (at the upper end of GreenFleet).

National - this is real Optimist travel and, according to many families, the very best part of Optimist involvement. While some sailors will travel to events across the country as a team with a coach a parent or two, for most, it's a family affair.

International - this level is 99% the domain of the competitive fleets, but GreenFleeters should seek out opportunities to meet and sail with same skilled sailors when traveling. Some international events will also host a GreenFleet for siblings of championship participants.

When should a sailor move up to the competitive level?

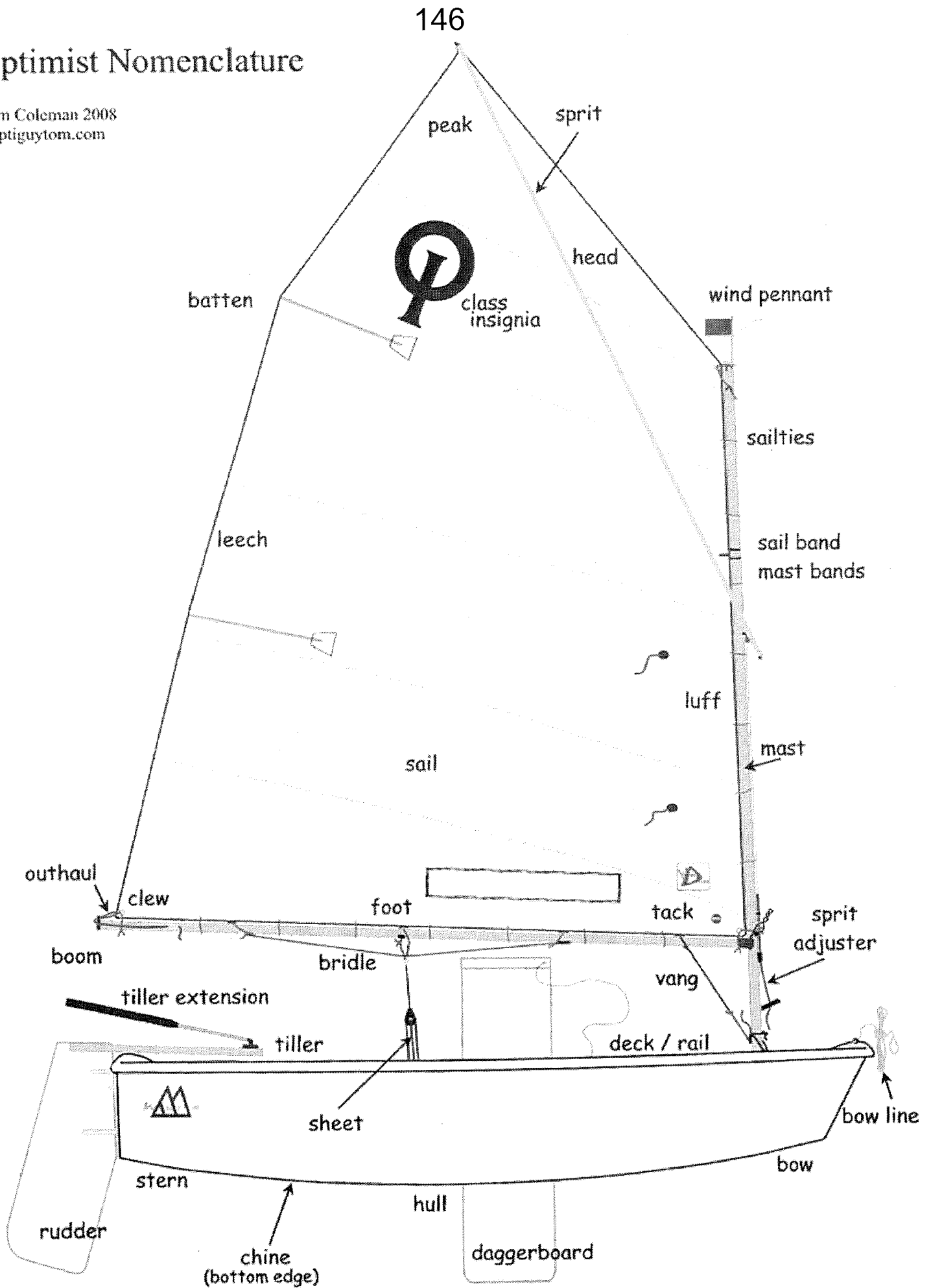
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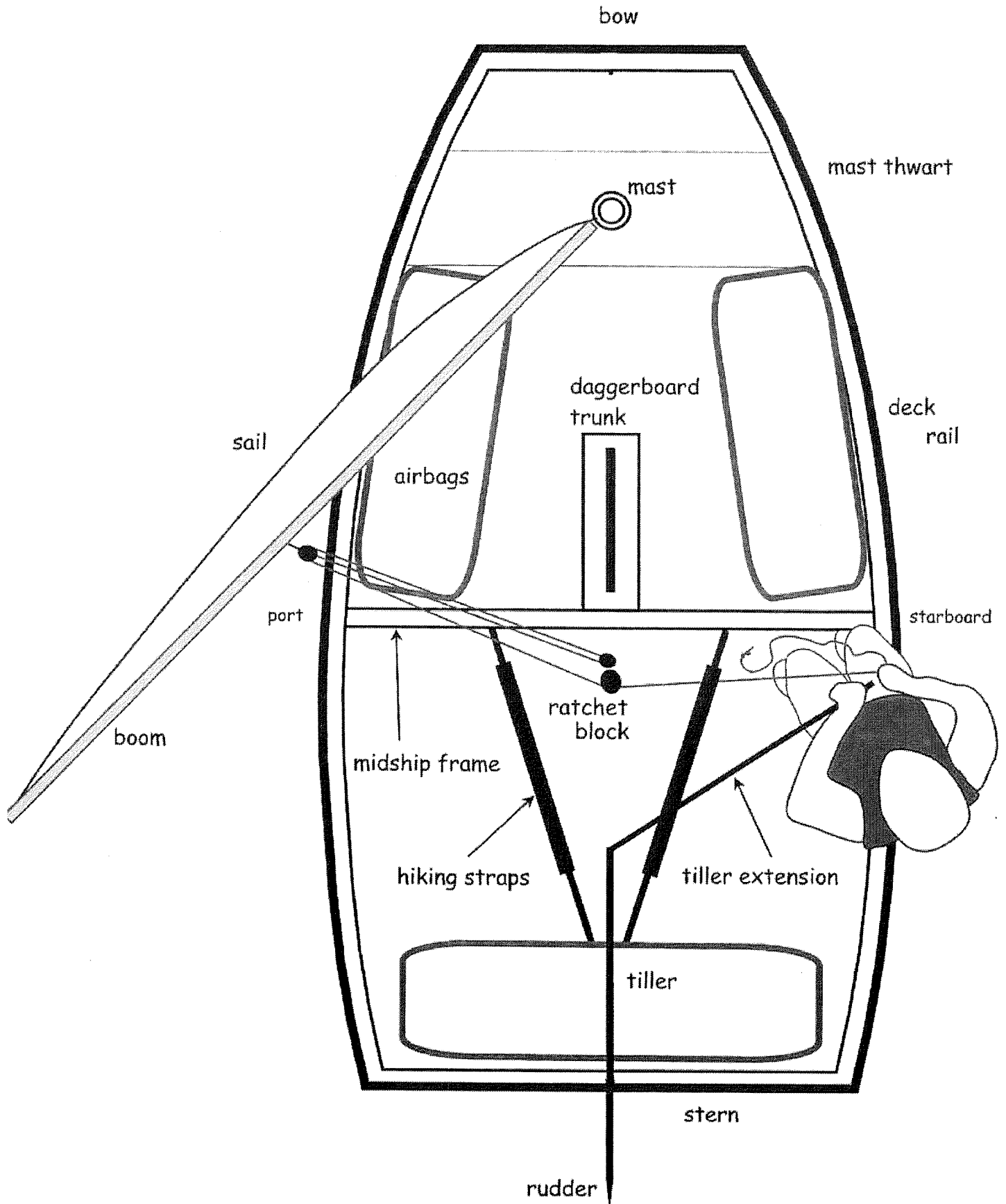
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Towing Optis Safely and Efficiently

by Tom Coleman

optiguytom.com

Towing should be taught early to beginners. It's useful to get the kids where the wind is, it could be a safety consideration and it's a fun skill to learn, practice and get good at. While it's a great activity to teach or use on a no-wind day, make sure you try it on windy days as well to build confidence. Teach it the following way and your kids will know what to do when towed by other coaches and Opti-parents at a regatta or practice.

Optis, universally, are "daisy chained" for towing. Ideally the towing vessel would have a dedicated driver and a dedicated line handler. To initiate the towing procedure, come alongside parallel and to weather of the Opti or have them sail up to leeward of the aft quarter of your boat. Caution sailor not to pinch fingers between boats. The sailor's job is to raise the daggerboard half way (to reduce drag and help tracking, but prevent water from flooding up through case) and sit in the bottom of the boat, but not to retrieve the bow line (for safety reasons – falling in boat, falling out of boat or between boats, getting near propeller). The sailor should be instructed to steer for the boat in front of them and not zigzag. The tow boat crew gets the bow line from the bow (see bow line care and stowage below) taking care that it is not fouled, but led straight usually through a bow end is dropped over a boat is ready for hook-

Repeat the procedure but pass the new bow the end of the previous

The towboat driver is ultimately responsible for the safety of each and every towed sailor.

from the mast cup (and loop). The bowline in the cleat or held until the next up.

with each succeeding Opti line through the loop in Opti's bow line

(Remember: NEW THROUGH THE OLD). The old loop rides down the new bow line and rests against the bow rail of the previous boat. As you leave the new Opti be sure the previous bow line lies on top of the deck and doesn't get caught under the corner of the bow. The bow line should not be allowed to ride under the Opti. Six boats can safely be towed in most conditions, as many as ten in calm wind and waters. More than six boats can also be towed parallel (great for initiating bailer wars on hot muggy days! - LOL).

The towboat driver is ultimately responsible for the safety of each and every towed sailor. Common sense and conditions should dictate safe number of boats on tow and safe, slow, towing speed (Boats should probably NOT ever plane!). Remember that the last boats in the

tow may turn in a tighter arc than the beginning boats. If an Opti capsizes a bowline could snap and hit a sailor (possibly in the eye – it's happened!).

Depending on conditions, your course to the wind and other factors, you may ask the sailor to unclip their sheet from the

Small boat tip: The best place to secure a towline on a small powerboat (like an inflatable) is to place the loop around one of the engine clamps handles. It's secure and keeping the line centered nearest the engine helps your maneuverability.

boom. Optis can be towed dead downwind with sails forward in this fashion. In extreme weather it may be necessary to unstep the rig and roll it, but keep it with the Opti, not in your boat (they may need it).

Breaking up the tow is easy. Simply cast off the one bowline and each sailor pulls in, coils and stows their bowline, clips on the sheet and takes off. Alternately, the tow boat could hand the first line to a person on the dock who then pulls the Optis to the dock.

To tow a single boat (or two) where the sailor needs to come aboard the rescue vessel (injured, sick?) use the following procedure: Grab the bowline and get the sailor safely aboard and tended to. Undo the mast tie in and/or clamp. Unstep and roll the rig (don't unclip sail. If it goes overboard it may sink and that's all that attaches it to the Opti). Remove the daggerboard. Remove the rudder and insert it into daggerboard slot for tracking and to keep water from being forced in and flooding boat. If you really need to get the sailor in for emergency medical attention, leave the boat and bolt.

Alternately, Optis can be pulled up onto or into the rescue boat for transport to shore. The fastest way to get a group of sailors to shore may be to have them turtle their boats and bring them all into the rescue vessel, taking capacity into consideration. Round up the boats later.

All the above should be explained to new sailors in lecture with diagrams. A land drill using bowlines (6' -10' lines would do) around sailor's waists can also be used to reinforce learning and increase success on the water.

Bow line care and stowage:

Although Optis can be safely and efficiently towed with shorter bow lines (painters), it is recommended that the class rule of 8 meters x 5mm diameter (26'3" x ¼") be followed. The longer you work with Optis the more you will appreciate the legal length, especially when trying to keep Optis on a tow from running up on each other when surfing over wakes and waves. The painter material must float (keeps it out of boat props and easy to grab) and should be a high visibility color, such as yellow or orange. Do NOT use polypropylene (like water ski tow rope). It is too slippery, not very strong, chafes very easily and doesn't hold knots well.

The painter should be secured to the mast step with a bowline passing under the adjustment screw and tied snugly

To make a BOW LOOP use a 9" piece of 3/16 line. Bend it in half and tie an overhand knot in it leaving a small loop at the bend. To thread it into the bow drain hole loop a sail tie through the bow loop hole and then thread it up through the drain hole (see pics).

around the cup. It can then be lead through a "bow loop" if desired. Do NOT lead it through the drain hole in the bow cap. That's there for drainage when the Opti is stored upside down. It can chafe the painter and go undetected until it breaks (which can and has caused personal injury).

The running end should have a bowline tied in it large enough for a man's fist to easily fit through, maybe 6" in diameter. It's extremely important not to allow any other knots on the painter. They will weaken the line, but more importantly, they cause a daisy chained bowline to hang up and get caught as it travels down toward the bow. This could waist valuable time in an emergency tow.

Teach young sailors the correct way to coil the painter, or any line. "Real sailors" never wrap it around their arm... that's for extension cords! Coiling can be made easier and quicker by first running the line through your hands to remove twists, tangles and unwanted knots. A proper coil always begins close to

the standing part (the line closest to attachment point). 12" – 16" diameter coils work well for an Opti painter. When close to the

To make seamanlike coils: Give the line a slight twist as you form each coil in the direction that allows coil to lay properly in your other hand. Extend your arm the same distance each time before you lay the coil in the other hand.

end, roll the coil in the remainder of the line down to the bow cap and tuck it under the inside of decking so it stays put.

2009 USODA Southeast Championship GreenFleet Sailing Instructions

Principal Race Officer:

Head Coach and Safety Officer: Tom Coleman cell: 423-432-2080

GreenFleet is designed as an introductory level of Optimist racing and all are participating at an elementary level of expertise, many for the very first time. Therefore, every effort will be made to ensure that this event is:

- A. FUN! On and off the water. If it's fun... they will return.
- B. A learning as opposed to a competitive based experience. Not to say that competition isn't a part of it, but it should not be allowed to over shadow the more positive intrinsic aspects of FUN & FRIENDS and of LEARNING & LIFE LESSONS.

Changing Fleets:

Skippers, (parents and coaches), desiring more than the above level of racing may be better served by participation in one of the more competitive, age appropriate Opti fleets and may change to the Competitive Fleet up until close of registration. Many Competitive Sailors find the Competitive Fleet too daunting. With permission from the GreenFleet Coach, Competitive Fleet sailors may join the GreenFleet at any time during the regatta, but may NOT move back. Sailors must observe SI procedures for safely leaving Competitive Course and notify that PRO.

Safety:

All competitors must have proper safety equipment including: correct size USCG Approved life jacket with whistle attached by a lanyard / 28' bow line free of knots (but 6" bowline in end), adequately secured to the maststep / mast tie in system / 3 good airbags / adequate rigid bailer (2 recommended, not "Chlorox" type bottles) / boom bridle within 10cm of boom / drinking water supply / boom bridle within 10cm of boom / safety bridle shackle

Sailors must observe check-in/check-out procedure as outlined in Championship SIs.

Sailors MUST NOT LEAVE the course without express consent of Head Coach or PRO.

Rules:

We will be using a simplified version based on the Racing Rules of Sailing. These "simplified rules" were proposed by US Senior Judge, Don Becker.

TEN RACING RULE COMMANDMENTS:

- 1) Port keeps clear of starboard.
- 2) Windward keeps clear of leeward
- 3) The boat astern keeps clear of the boat ahead.
- 4) A boat Tacking or Jibing keeps clear of one that is not.
- 5) Avoid collisions. Racing Rules are defensive to prevent collisions not offensive racing tactics.
- 6) If you gain right of way or change course, give the other boat time to keep clear.

- 7) The inside boat(s) at three boat lengths from the mark is entitled to room to round the mark.
- 8) A boat that is backing up or not racing keeps clear.
- 9) If you have violated a rule, take a penalty
- 10) It is better to give way than to spend hours in a protest room.

Coaching:

USODA GreenFleet allows for on the water coaching of the bottom half of the fleet while racing. Coaches must be currently US Sailing Level 1 certified, Level 2 Coach certified strongly preferred, All coaches entering the course MUST wear a US Coast Guard approved life jacket. Coaches must sign in with Head Coach.

By entering the sailing area, coaches agree to coach the bottom half of the fleet fairly and equitably, but with emphasis on those who are having trouble or in the back. Coaches must agree to this even if hired to coach a team or individual. Coaches observed acting in conflict with this may be warned or asked to leave the sailing area. Coaches may actively assist sailors (bottom half) in capsized situations in order to get the sailor back in the race ASAP, but with emphasis on sailor autonomy and instruction. To sum up; the coaches role is of support, encouragement and instruction so that even the last sailor has a great experience.

Expectations:

Sailors (parents and coaches) should expect the GreenFleet at this event to accentuate the FUN and learning aspects. This will include group games, clinics and coaching as well as the racing.

Racing:

We will try to do as many races as possible, usually completing more races than the competitive fleet. Races may be delayed or cancelled due to weather conditions not conducive to GreenFleet at the decision of PRO and Head Coach/Safety Officer.

Courses will be as discussed at daily skipper's meetings. Skipper's meetings will be held each day, prior to the GF harbor start, entailing race instruction, go fast and racing tips, games, rigging clinic etc. Participation IS mandatory.

We will use the standard 5 minute starting sequence with sound signals and loud hailer countdown for the last 10 seconds. There will NEVER be a black flag.

We will allow a drop of the lowest score after 6 races.

We will most likely come in each day for lunch.

FUN is mandatory! Expect it!!!

*It should be clear
That crowning a "winner" is less important
than ensuring that the sailor in "last" has fun too.*

INTERNATIONAL OPTIMIST DINGHY SAFETY CHECKLIST

(you are NOT officially registered until this is signed by the Safety Officer
and YOU turn it back in to registration)

Sailor _____ Sail Number _____ Safety Officer _____

BELOW ARE MINIMUM SUGGESTED SAFETY REQUIREMENTS AND MAY HAVE NO BEARING ON CLASS LEGALITY
OR LOCAL MARITIME RESTRICTIONS OR REGULATIONS.

SAILOR:

- Water bottle
- *Recommended: sunscreen, hat, polarized sunglasses and a smile!*

LIFE JACKET:

- US Coast Guard Approved (many kids are now sporting European models not up to USCG standards, if it doesn't say USCG Approved... it ain't. Most sailing instructions specify USCG Approval, sailors risk disqualification without it and it is unlawful not to at least carry a USCG Approved life jacket or device on board.)
- Proper size and snug fit (All USCG Approved life jackets have a weight/size range which should be adhered to.)
- No rips, tears, worn or threadbare fabric. Good to excellent condition.
- Safety whistle (pea-less type preferred). Sailor to demonstrate loudness.

BOAT:

- Flotation bags... three "fiber reinforced" external or one "fiber reinforced" in the stern and two of any type internal bags in side tanks. (Vinyl bags acceptable for internal use are NOT to be used externally). External bags must have non-return or threaded valve.
- External flotation bags must have three straps secured to hull. (Pre-IOD95 and wooden Optimis may substitute a piece of line tied between the outer two straps in lieu of a center strap.)
- Mast tie-in system. Any positive means of securing mast into boat in a capsized situation, usually a line secured to the thwart. (*The "mast locking collars" are acceptable.*)
- Bailer, at least half gallon size, durable, with lanyard.
 - *Recommended: two rigid 1 gallon bailers w/ lanyards.*
- Painter, positive flotation (polyethylene not acceptable... won't hold knots well), at least 1/4" (5mm) diameter, 28' length, ABSOLUTELY NO KNOTS except for attachment to mast step and bowline (of about 6" diameter) in running end. Must NOT be lead through bow drain hole (causes chafe).
 - *Skipper should demonstrate proper, safe stowage of painter. (coiled, no locking hitches, stuffed under bow rail).*
- Daggerboard secured to boat with a lanyard.
- Praddel or paddle (USODA has not been enforcing this, but it is a strongly advised safety item!).

RIGGING:

- Mast must have signs of positive flotation, ie- plugs in each end, or plug in bottom and cork in top. All 3 spars should float.
- Boom bridle less than 10cm at widest point from boom.
 - *Boom bridle preventer recommended.*
- Bridle/mainsheet connection. Must be a shackle-type device capable of easy disconnect (screw pins or tying with line is not acceptable). MUST NOT BE SELF OPENING OR ABLE TO SNAG CLOTHING, LIFEJACKET OR TOWLINE. Stopper knot in end of sheet.

SAILS:

- Unique sail number, clearly legible from committee boat. Legal size and spacing.

Heading Off Rigging Problem Areas For Optimist Success

By Tom Coleman
optiguytom.com

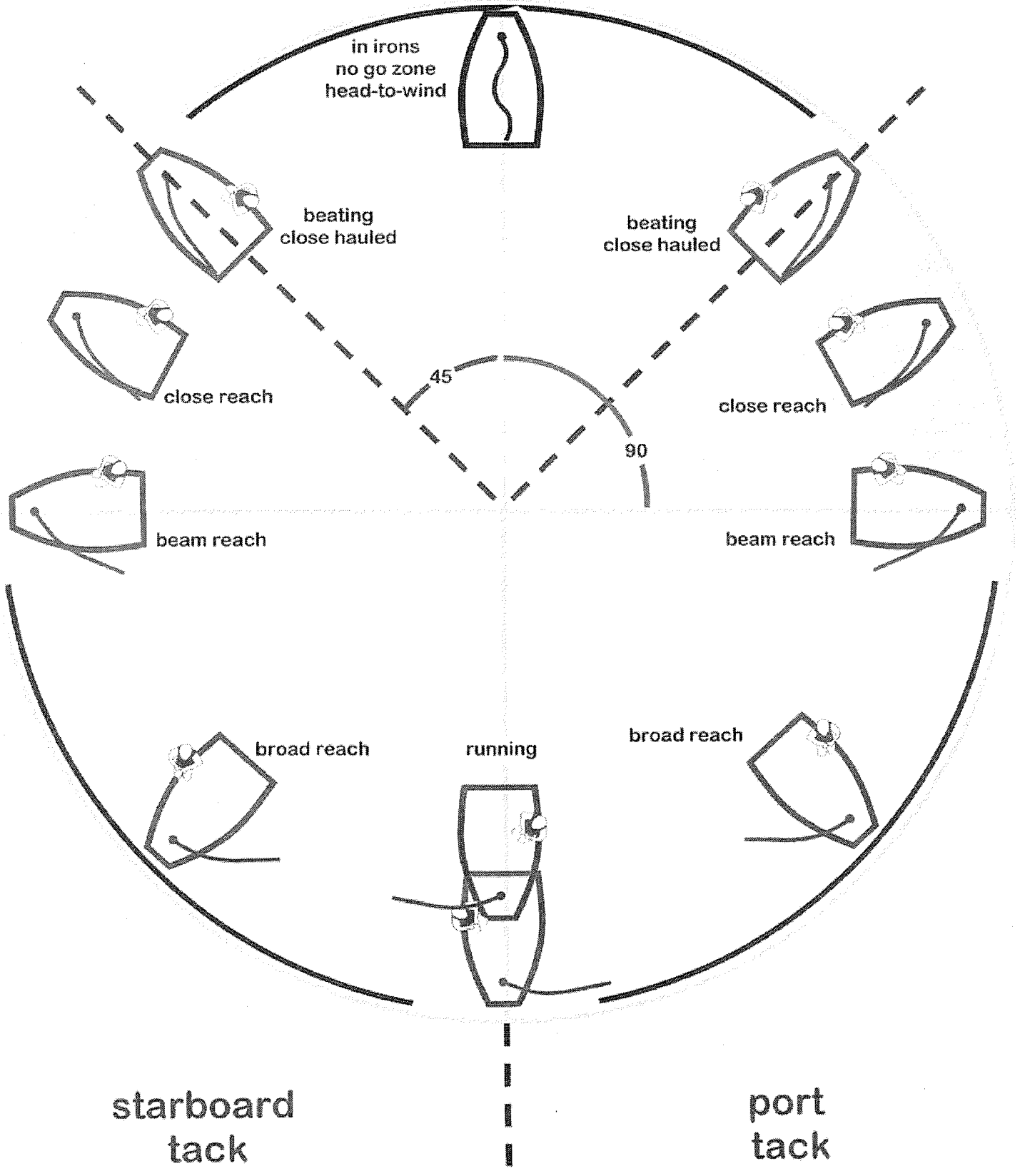
	PROBLEM AREAS	RESULT	CORRECTION
SAFETY CONCERNS	Loose mainsheet bridle (anything over 4"). Sometimes bridle just slipped past keepers.	Sailor gets lifejacket hung up on it when tacking. If too loose head could get trapped possibly leading to capsized and drowning.	Tie bridle very tight. Use Vectran line, add a truckers hitch for 2:1 tightening power. Add a bridle preventer.
	Unsafe boom block clip.	Can snag clothing or lifejacket causing possible capsized and drowning	Only use a non-fouling clip requiring manual operation
	No boom block clip – it's tied on or permanently secured.	Boom cannot be easily unclipped for towing or mast removal	
	Inadequate bailers.	Boat slow and tiresome to bail, frustration, hypothermia?	Every Opti should have 2 nearly gallon size sturdy bailers. Bleach bottles are not sturdy enough.
	No bow line, incorrect length bow line.	Towing difficulty	All boats must have correct length bowline (class legal is 8m)
	Bow line lead through bow drain.	Line can chafe unnoticed, fail and hit sailor during tow.	Lead through a "bow loop" or directly from maststep, NOT through hole in bow cap.
	Knots in middle of bow line.	Weaken bow line, problems with towing.	Knot to secure at mast step, bowline in end – that's all! Replace bow line.
	Missing, leaky or partially deflated airbags.	Boat has less freeboard when capsized resulting in twice as much bailing.	Three fully inflated airbags in good condition.
	Mast wound against tie-in.	Sail won't tack. Tie-in rips out of deck. Capsize.	Unclip sheet and swing boom nearly 360°. Tighten tie-in line.
	Mast heel plug missing.	Mast can fill with water upon capsized (all Opti spars should be water tight) making Opti hard to right. Mast doesn't like to rotate affecting sail shape.	Install a mast heel plug (upgrade club spars to the heavy duty heel plug)
Sail ties around boom bridle, outhaul, halyard.	Sail controls don't work well, sail is misshapen, sail can tear.	Ensure that sail ties don't trap any other lines. Retie.	
Boom installed upside down.	Lousy sail shape	Pay attention! Disconnect sheet from bridle, untie preventer, rotate boom 180° and reattach all.	
Clew corner tie too loose or missing.	Poor sail shape. If extreme, the clew tie can come off the end and lay to one side of boom.	Maintain all 4 corner ties so sail is touching spar.	

Top corner ties too loose, no halyard preventer.	Poor sail shape. If extreme the ties can come over the top and lay to one side of mast.	Tighten top corner ties so sail is touching spar. Must have preventer.
Top ties secured to eye straps.	Mast backwards, poor sail shape	Top ties face forward away from sail. Ties pass through them not tied to them.
No boom preventer.	No control over luff draft and the vang is ineffectual.	The preventer line must ALWAYS be used.
1:1 halyard, no block.	Sprit cannot be tightened enough in higher winds.	Add a halyard block for 2:1 purchase.
Knot in end of vang line.	Prevents folding of rig for easy or emergency removal.	Use line long enough that boom can be folded against mast without the vang line leaving cleat.
Boom low to boat.	Head hits. Hard to duck under in tacking/jibing.	Tighten halyard preventer to raise sail within mast bands. Mast raked too far aft?
Mainsheet block ratchet is off.	Harder to trim and hold sheet	Teach kids to use the ratchet mechanism.
Clutter aft of bulkhead.	Jammed mainsheet block, tangled sheet, tripping	Only your feet, the sheet, blocks and airbag should be aft of the bulkhead. No bailers, bailer lanyards, sunblock, water bottles, etc.
Daggerboard bungee too loose.	Daggerboard won't stay up	Temporarily pull tight and tie off one end. Replace with fresh correct size bungee.
Twisted or crossed mainsheet.	Hard to trim and ease sheet, capsizes	Cross – unclip block and flip it to unfoul, may need to re-rig. A bad twist may require sheet removal and uncoiling.
Hook-in block not secured.	Broken block, broken halyard, extremely hard to adjust	Make sure block is fully inserted and check after a little tension has been applied.
Mast tie-in loose or not tied at all.	During a capsize mast can slip out of mast cup, fall sideways and break thwart.	Tie-in should be tightly secured with an "Opti-knot" (square knot followed by half of a square knot)
Bridle ring not centered.	Aft – in the way during tacking; fwd – hard to sheet, not enough leverage.	Tie it in the middle or wrap it 3-4 times and keep bridle really tight.
Hiking straps not supported.	They don't get used, they get stepped on.	Support at one end or the other with bungee.



The Points of Sail

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2008 Optimist Sailors Pre-Race Checklist

Safety Items: these things MUST be checked and tended too...

- Airbags fully inflated firm, but not too tight. At least three straps on each external bag.
- Bowline 8m (or >26'3"), secured to mast step or thwart and a bowline in the end for towing.
- Absolutely no other knots allowed in line. Must not be lead through hole in bow rail, but if led through a separate loop it is OK. Line should be highly visible and must float.
- Bow line properly coiled (no locking hitches) and stowed under bow rail.
- Safety shackle on mainsheet boom block. MUST BE "NON-FOULING" TYPE.
- Stopper knot to prevent mainsheet from coming out of ratchet block.
- Boom bridle no more than 4" at widest place from boom.
- At least one rigid 3.5 liter / 1 gallon bailer (two are highly recommended) tied into boat.
- Daggerboard tied into boat.
- Mast tie-in line or mast clamp (line is better, both are great together).
- USCG approved life jacket fully buckled and/or zipped.
- Drinking water.

Specific Class Rule Items:

- Praddle or small paddle (new as of 2007) rule, although USODA has not been enforcing this).
- Whistle attached by lanyard to PFD or clothing. (lanyard should be minimum length so as not to foul).
- Sail band within mast band limits (not touching mast bands).
- Protest flag (if you know the rules well enough to be able to follow through on a protest)
- All sail and corner ties within 10mm of mast or boom.

Performance Items: highly recommended if you want to GO FAST!

- Boom right side up and bridle freely led (not bound by sail ties).
- All sail and corner ties secured with square knot and a half, pulled very tightly.
- All corner ties (including at clew) tight so sail touches spar.
- All sail ties hold sail lightly to mast and a "pinky" width from boom.
- Boom preventer (bling line) properly led and adjusted.
- Outhaul led 2:1 and able to be adjusted.
- Sprit adjuster led 2:1 and with appropriately located handle. Check that both blocks are properly aligned.
- Mainsheet led proper direction thru ratchet block (does it click?)
- Tell tales on luff and leach.
- Vang in proper position and working.
- Mast rake checked and adjusted.
- Tiller extension no longer than 24" and joint inspected.
- Attitude adjustment?*

* THE SINGLE MOST IMPORTANT PERFORMANCE ITEM IS YOUR ATTITUDE.
A CHEERFUL "WINNING" ATTITUDE CAN OVERCOME THE MOST SERIOUS PROBLEMS,
ON AND OFF THE RACE COURSE.

THE SINGLE MOST CONTROLABLE PERFORMANCE ITEM IS YOUR ATTITUDE.

10 Great Things For GreenFleeters (or any sailors!) to do at a Regatta

1. Be responsible and arrive well prepared:

The most successful racers don't rely on parents or coaches to tend to the details. They take responsibility for drinking plenty of water (even before the event), getting a good night's sleep and eating smart. They have read the Notice of Race (and then the Sailing Instructions) and they check the weather forecast.

2. Make and USE a checklist:

Racers in the know, use a checklist to make sure they have everything they need for their boat as well as for their self. Blaming parents for a forgotten hook-in block makes the parents feel bad and you still end up without a hook-in block. "Borrowing" gear from another sailor without their knowledge, even for a little while, may be considered stealing. In some cases it can get you thrown out of a regatta. Don't do it. Watch my lips... C-H-E-C-K-L-I-S-T !

3. Take charge of "your" boat and gear:

Do not rely on the "trailing" parent or coach to unload/load your boat. That's your job! It's all a part of sailing. Even if you borrow or charter a club boat you should take pride in it. Let mom or dad help you move the boat, or better yet, ask your teammates. Of course you will want to rig the sail and step the mast yourself just like the top kids do. Rig first, play later is the policy of sailors who know what they're doing!

4. Set realistic goals:

Many coaches and well meaning parents put unnecessary pressure on young sailors (and themselves) because they have not learned this lesson. If your goal is to be in the top three places, five places, top ten per cent, or any goal based on the performance of others you may be setting yourself up for disappointment. Goals should be based on factors that you have control over. You have no real control over your competitors. Example: If your goal is the top three and you sail the very best race you are capable of, but there are three or more sailors who sail better than you do and they finish before you do, you did not meet your goal because it was not possible to beat them. Yet, you could not have sailed any better.

It's OK to want to win. Go ahead and have your sights set on "getting the gun". Keep the hopes and dreams of "trophying" the regatta, or of making "the cut", but set a goal based on what you can control.

I suggest this for a realistic goal; one you have complete control over "to sail the best race you are capable of". This could mean to start and finish every race of the day for a new GreenFleeter. Or for more advanced racers it could mean doing many things that can dramatically affect your performance: to be early getting out to the line, to not get buried at the start, to not be over early, to stay hydrated, to catch the wind shifts, to not foul other boats, to stay focused, etc. You may pick one to work on or several. Write them on your boat as a reminder!

5. Be a great competitor:

That means sailing all the races to the best of your ability. For some, it may mean not giving up even when you bang your head, or capsize or are doing poorly. For others it may mean sailing fair and putting out your best effort. If you can't lead the pack, it means barking at their heels and keeping them on the run. Give the competition something worth racing against. How would you feel if all the other competitors gave up and left the race?

Being a great competitor also means staying for the awards ceremony, even if you didn't place. (*Remember, in GreenFleet, every competitor should get a participation award*).

It means staying and cheering on, not only your teammates, but all of your fellow competitors. What if you placed and no one was there to applaud when you got a trophy?

Being a great competitor means helping the other sailors improve and having them feel good because you were there.

6. Think Positive! :

The biggest speed factor you can directly influence is your attitude. You may have the best sail, the fastest boat, been to all the top clinics and regattas, won most of them, but if you sail with a poor attitude... that money and time will have been wasted.

On the other hand, visualizing yourself doing all the right things like good starts, flawless tacks and perfect mark roundings. That will go a long way to make up for less than adequate gear or training. Remember the story "The Little Engine that Could"? The biggest, most successful corporations in the world follow the same philosophy. So don't give up. If you think you can... you probably can. If you think you can't... you're probably right. Picture yourself crossing the line and getting the gun, sailing with a determined smile on your face and if all doesn't go as planned... put it in the past. Don't let it ruin your day. Look to the next mark rounding, the next group of boats to pass, the next race. Do it with a good attitude and even when you don't do well, you can enjoy the great experience of being with friends on the water.

7. Proper equipment doesn't mean spending a lot:

Even if you are borrowing a boat, you may need to buy some items for safety and performance. Make sure the boom bridle is within 4" of the boom so as not to trap a sailor's head. This may require simply retying, but possibly a new piece of non-stretch line.

Invest in at least two good bailers. Good, proper bailers sell for \$5 to \$10 each and you will need two of them in your boat (keep an extra one handy too). Bleach bottles should not be accepted at regattas or for program use. Most are too flimsy to work and some are too large for a young sailor to handle. If we think of bailers as a safety and performance item and not as a convenience, this makes more sense.

Sailing gloves and proper footwear are personal items that can have great effect on a sailor's success. As the wind increases, so does the need for proper fitting gloves.

8. Rig it right:

Little good is a brand new \$400 sail if it's not tied on properly or you don't make adjustments to the sprit halyard, vang or outhaul while racing. An old blown out club sail could be sailed faster if properly trimmed. Take time to check and adjust all sail and corner ties each day. Ask your coach/parent to check your rigging, but remember, you should do the work yourself.

Before attaching the mainsheet... is it untwisted? Is your ratchet on? Is your bowline properly coiled and ready for action? Are your bailer lines tangled around the sheet? Is your new expensive wood/epoxy daggerboard facing the right direction? Will your rudder stay in for the whole race without popping out? Little things can be very aggravating and can cost you many places.

9. Be a good sport:

Sure, this means knowing and following the Racing Rules of Sailing, but it goes far beyond that. Being a good sport means not blaming others for your misfortune. (Sadly, many parents have forgotten this. They tend to blame race committees, coaches, equipment, etc. when things don't go the way they had hoped. You may need to remind them "it's only a game!" and we are all here to have F-U-N!

If you stop and analyze the misfortune, usually you will learn a great lesson that will help you in future races. This is one of the best secrets of the professionals! What can we learn from a broken mast step? That gear can fail, especially under heavy use. When was the last time you really took a close look at you mast step?

10. Have F-U-N:

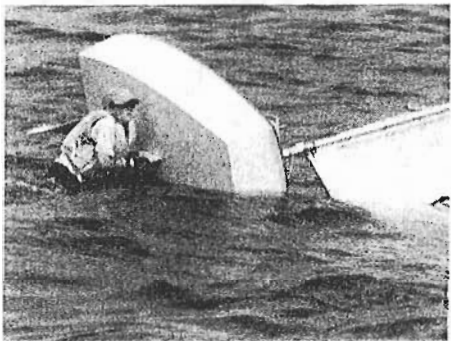
Always, above all else... remember that we do this to have F-U-N. If it's not fun, we will likely find another way to spend our time and money. Psssst! ... all the things above help make it F-U-N!

May be reprinted with credit to: Tom Coleman
McLaughlin Optimist
tom@optistuff.com

USODA Safety Guidelines

By Kenneth Andreasen, USODA Director of Sailing

The following are USODA's safety guidelines for Opti sailing programs. They can also be viewed on the class website at www.usoda.org.



Swimming

The sailor is required to be able to swim and be comfortable in, and with the water. All programs begin with a swim test to check the sailor's ability and to ensure that he/she does not panic the first time the boat capsizes. This swim test can take place in a pool or in the ocean/lake. The sailor will probably never need to swim far, because one of the main rules of safety is that the sailor should always stay near their capsized boat.

Boat Recovery

Recovering/riding the boat after capsizing is a skill that many programs practice too. Many sailors are a little hesitant to practice capsizing/recovery at first, but quickly this is all they want to do.

Life Jacket

Sailors must wear adequate personal flotation at all times. The life jacket must be a U.S. Coast Guard approved style, and must be tested regularly. A whistle is to be tied to the life jacket. The whistle is used to alert the coach/parent that the sailor feels he/she needs help, or in the case of an emergency.

{NOTE: All instructors, coaches, parents, or any others on the water are encouraged to wear a life jacket as well. This sets a good example for the young sailors as well as providing safety for you. If you are a parent helping out in a safety boat and you do not own a life jacket just ask around the club. Most likely someone will have a spare. Although if you're going to be traveling the 'regatta circuit' and plan to be on the water it's probably a good time to invest in a good life jacket.}

Airbags - Even the boat needs flotation

Your boat needs to have proper flotation devices as well. An Optimist has three airbags: One in the back and two in the front. These airbags need to be fully inflated at all times. With correctly inflated airbags the Optimist becomes a very safe boat. You can actually put an adult in the boat, fill it with water and it won't sink. The airbags are each held in place by three straps which are attached to the boat. Check regularly for loose screws.



Bailers

Whenever water gets in the boat, sailors use bailers to empty the water. These bailers are necessary at all times and, therefore, need to be tied into the boat. A really great place to tie them is using the forward-most straps of the airbag straps. If the boat is not an IOD95 you can tie them to the bungee cord that holds up the daggerboard. The typical racing Optimist has two bailers, one in each side of the boat. Beginners can use liquid laundry detergent containers which have been rinsed well and had their bottoms cut out.

Daggerboard

The daggerboard slides through a slot in the middle of the boat. It has a cord tied to it, which is then tied to an eye on the boat when sailing. The daggerboard always needs to be tied in. This is extremely important to check before the sailor leaves shore. When the boat capsizes the sailor will use the daggerboard to get the boat back upright. If it floats away, there is no way to right the boat.

Rig

The rig also needs to be tied in. If not, you will feel it in your wallet. When the boat flips over the mast can come out of the mast step (where it sits in the boat). That will break the thwart. This will take time and money to repair!

Bow line (painter)

At the front of the boat there needs to be a bow line. This line should be 8 meters (24 feet) long and be able to float. USODA requires that a loop be tied at the end of the line for towing and safety purposes. The painter gets attached to the mast step and then should run through a little line made into a "loop" which is then passed through the drain hole on the rail. The little hole in the rail is for draining only. Please do not run the painter itself through the hole in the rail as it will chafe and deteriorate when rubbing on the sharp edges.

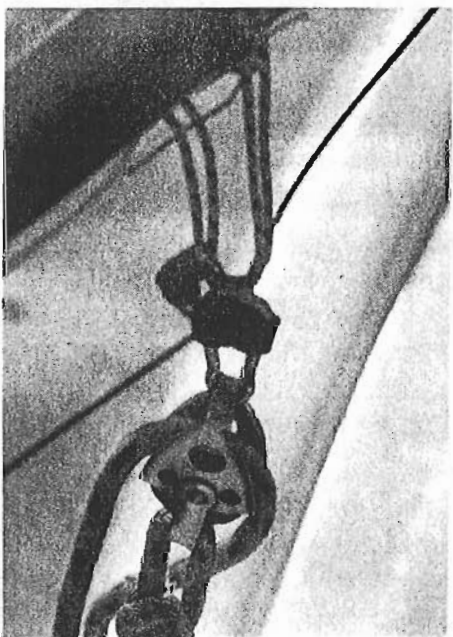
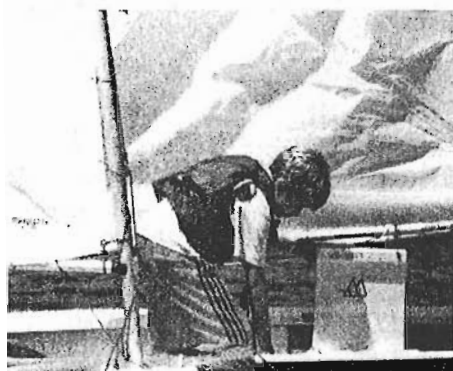
Boom bridle

On the boom all boats have a bridle where the mainsheet is attached. A little ring is placed on the middle of this bridle line. The distance from the bottom of the boom to the top of that ring can be no more than 10cm (or 4 inches). This is really important to check frequently as line stretches and the gap can get bigger. If the gap gets too big the sailor can get caught and, in a capsize situation, could be trapped under the boat.

{Quick and easy clip-on shackles or hooks can be found on many new and used Optimists, they are not necessarily the best system and pose some hazards such as hooking onto your lifejacket or other gear when you tack or gybe. Instead, consider switching these out for a carabiner ring or a positive detent shackle - one that doesn't open by accidental pressure but that requires deliberate human action. The Lewmar "nab shackle" is a good choice. Colie Sailmakers and Larsen Marketing each offer their own version. Ed.}

Proper maintenance

The Optimist is a very safe boat. But, even so, it needs to be taken care of to keep it safe. Check all lines, screws, bolts, etc. frequently for wear and tear.



150

Towing Optis Safely

FOR PARENTS: When you're working a regatta as a mark-set boat, judge boat, safety boat, pin boat, or just an observing boat, under RRS1 (Safety) you may have to serve as a tow boat when weather turns nasty to get the Opti sailors back to shore quickly and safely.

Here are a few tips for safe towing:

- Have a towing bridle rigged and ready to go. A ½ inch line will do. Run it from stern cleat to stern cleat. (Better yet, have a float in the center to keep the rope away from your prop.) Tie the Opti's towline, called a painter, to the bridle. The Opti's painter should be attached at the Opti's mast cup. When towing two boats, you can tie each boat's painter to the port and starboard stern cleats. When towing a line of Optis, it's best to tow single file.
- Towing speeds should be 6 knots or less.
- Avoid sharp turns and sudden slow downs when towing in tides. Remember the last Opti in your towline can't go exactly where you go because her arc of turn is greater. Also make sure to take into account any currents when towing boats.
- To avoid unnecessary or excessive towing during a regatta when there's no emergency, the Race Committee can place a 'security' buoy downwind of the signal boat and well clear of the starting area. This way disabled boats and tired sailors can tie up to the buoy and wait there (or on their coach's boat) until the end of the day's racing for a tow, and safety boats can stay on station should they be needed during racing.
- Keep watch on the towline and Optis to make sure no one gets in trouble or capsizes. Stop immediately if an Opti capsizes.

FOR OPTI SKIPPERS: The Opti skipper also has certain responsibilities when under tow.

- Be prepared with a sturdy painter. IODA Class Rules specify "a painter of a single piece of buoyant rope, not less than 5mm diameter and not less than 8m long securely

fastened to the mast thwart or mast step." When you're one of several boats under tow your painter will need to extend from your mast to the mast in the boat ahead of you. USODA also requires there to be a loop tied to the end of your painter. (SEE "Towing an Optimist Team," next page.)

- Be able to tie secure knots.
- Unclip your mainsheet and pull out the daggerboard. This keeps the Opti from skating all over the water.
- Sit down in your boat and steer with your tiller.
- Follow the instructions of the towing boat.
- Be responsible. Don't fool around. This is not the time for gymnastics or other stunts. You don't want to flip your boat or fall out when under tow. This not only endangers you, but everyone else in the towline.

Get That Painter Right!

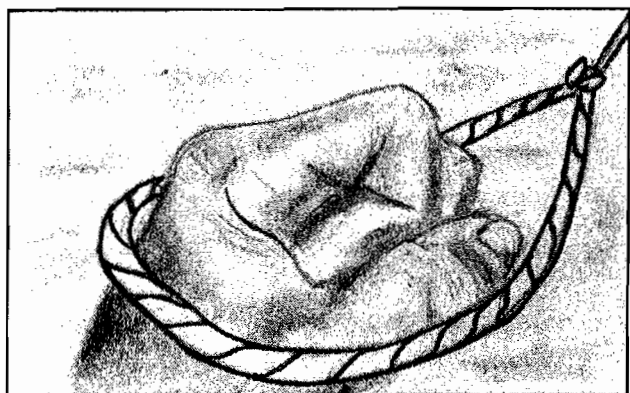
It's important to have a safe and class legal painter. It must be a single piece of line with a bowline or other secure loop in the end – this makes towing easier and is required at all major USODA regattas.

Don't attach the painter with a stopper knot through the gunnel at the bow where it can damage fiberglass or pull through the laminations. Instead, dead-end it around the maststep and feed it through a loop of 5/32" line, which you've put through the drain hole in the bow. If it's a tight squeeze, you can drop a sail tie down through the drain hole, loop it around the loop in the 5/32" line, and pull the loop up from below. Then feed the painter through the loop. Not only have you eliminated the problem of chafe, you've ensured that the painter will stay on the centerline of the boat, preventing the boat from getting squirrely under tow, and making it easier to grab from a motorboat.

Periodically check the line for chafe where it feeds through the loop, as well as the loop itself where it feeds through the drain hole. It's a good idea to replace painters often. And, never ever use the slippery, shiny type of rope often used for water-skiing, which rots easily in the sun and doesn't hold a knot well, use a good nylon line.

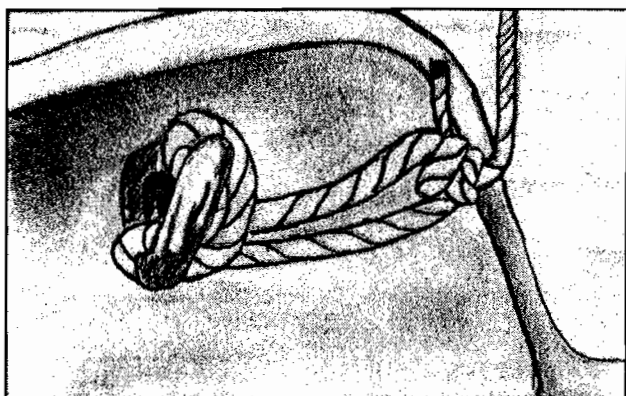
Towing An Optimist Team

1. Before leaving the dock, tie a bowline or other secure loop at the end of each painter (towline), with a loop big enough to put your fist through.



2. Painters should be coiled and free of knots for quick and easy accessibility.

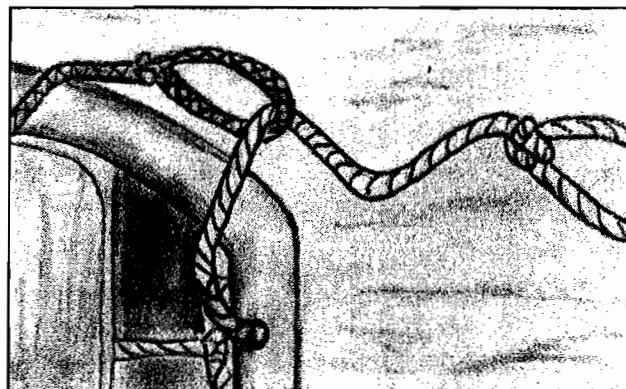
3. Grab the painter from first boat and push the boat away from you. Attach the loop at the end securely around a cleat.



4. Sailors should be sitting inside their boats with their legs across the boat and their daggerboards pulled half way up.

5. To add a boat to the tow, uncleat the first boat's painter and hold it securely as the new boat approaches.

6. Grab the second boat's painter. Take the end of it and feed it through the loop of the first boat's painter.



7. Make sure the painters cross on top of the bow transom. If a painter gets stuck on the corner of the bow transom, have the sailor pull it off the bow.

8. Push the throttle forward so you slowly move forward, away from the boats.

9. Continue this process until you have no more than six boats on the line.

10. Head for the docks!!!

Important Notes

1. Bow-lines must follow class rule 4.3b
 - Must float.
 - Must be 8 meters in length.
 - Must be at least 5mm in thickness.
 - Should be tied to the mast step.

Incredible, But True!
41 Winners at US Nationals' Greenfleet

(plus some tips on running a great Greenfleet event)

That's right. At the trophy presentation at this year's Nationals (1999), the winners on the Greenfleet course were asked to come forward. The circus tent full of over 400 Red, Blue and White Fleeters, parents and race organizers looked on in amazement as, not one, but all 41 of the Greenfleet competitors scurried center stage. Their faces beamed as they were greeted by thunderous applause from the crowd.

How could that be? Forty one winners at one regatta?? What audacity, they couldn't all have won. Addison Caproni from St. Thomas got the 1st Place trophy. What the hey?

But, winners they were. Ask any one of 'em. Here's how they did it...

On the Sunday afternoon, before the practice race, the Greenfleeters were assembled under one of the massive tents strategically placed by Pleon race organizers. They were greeted by Principle Race Officer (P.R.O.) Susie Schneider and Opti coach Tom Coleman. Sensing more than a little apprehension among the ranks, Susie and Tom went to work setting the stage for what would soon become a successful week of racing and fun.

GF Tip #1... Greenfleeters should not be lumped in with the other racers. Have a general welcome, introductions, door prizes etc., but don't make the Greenfleeters sit through the regular (confusing) skippers meeting. Pull them aside for their own meeting. Remember, for many if not most, this is their first race. Aim to make it incredibly fun. Something that they will want to do again and again. Don't ever answer a Greenfletcher's question with "it's in the race instructions" or "didn't you read your race instructions?". This is questionable when working with kids of any skill level, but totally inappropriate when talking to Greenfleeters. (And please, if you want their respect and want them to have self respect, don't call them "greenies", or any other name that may sound "cute" to you or sound condescending to them. They are Greenfleeters, just as others are Red, Blue or White Fleeters.)

The kids were asked to sit in a circle on the lawn. One by one, each told their name and where they were from. Gradually they became aware that they belonged to a group of kids, not unlike themselves. They were among friends. As the tension subsided and the kids loosened up, joking and fun were inevitable.

GF Tip #2... Lecture seating is fine for lectures, but by having the kids sit in a circle on the grass they could be seen and could see all the others. This helps draw the timid kids out of their shell. Having them introduce themselves and tell where they are from allows them to start to understand the widespread popularity of the Optimist. Names and hometowns are much more appropriate than yacht clubs and races won. Steer the hotshots away from intimidating the newer kids with such trivia. Better yet, if you have more time,

let the kids pair up with someone they don't know. Have them find out some important facts about each other such as name, age or grade, hometown, favorite food, least favorite food, pet peeve, favorite band, TV show or movie etc. Finally ask them to find out something special about their mate, something nobody would know unless they told them (no race results, please).

Give them about 5 minutes then reassemble. Ask them to stand in front of the group, introduce their new friend and to tell everything they have learned about them. By doing this everyone gets to know one another quickly and so do you! In a matter of minutes you will know who are the troublemakers, the leaders, the serious ones, the quiet ones etc. Make sure each child speaks out loud and clear.

Tell the Greenfleeters what they can expect next. Give them a schedule and try to stick to it. Put them at ease. Answer their questions. Be patient, relax and have lots of fun with them.

Make race instructions as simple as possible. If you use more than one course, have copies for each sailor and be sure they understand fully. Go ahead and introduce some new words and concepts, but not too many. Moderation and clarity is the key. Monitor for understanding. Downplay protests, encourage and reward good sportsmanship.

One of the kids asked innocently "What if nobody sees you touch a mark?". The reply came in the form of the age old meditation "If a tree falls in the woods, and nobody is there to hear it, does it make a sound?" Socrates, himself, would have been pleased to see the look of understanding come across the faces of the young inquisitors. (Where's Jobson and his film crew when you need him?)

GF Tip #3...Set up your Greenfleeters for success! Discuss the "WINNING ATTITUDE" and how to set and meet appropriate goals. Let them know that it is possible for each and every one of them to win, not only in their eyes, but in the eyes of their parents as well.

On the second day, the Greenfleeters gathered and this time sat lecture style. "How many of you are going to win today?" asked Tom. A couple hands went up enthusiastically, a few more went up cautiously. "Today I'm going to tell you how you can ALL be WINNERS" said Tom. They were hooked. They wanted to know the secret. As chairs crowded closer to the speaker. Parents, too, strained to hear just where this was going to lead.

"Winning makes us feel good. When we get first place in a race, people say we are the winner. Only one sailor can come in first, but does that make them the only winner? Why do some kids feel good even though they placed second, third, tenth or even last? Because they have a winning attitude" explained Tom.

A winning attitude means that you have made a promise to yourself to reach (attainable, skill and developmentally) appropriate goals. For instance, my 14 year old, US Optimist National Team member, son's goals would be different than those of my almost-ready-

for-Greenfleet 9 year old daughter. Likewise, as a parent, my expectations should be appropriate and complementary.

As an Optimist coach, the goals I suggest for Greenfleeters are:

1. To have fun, no matter what the outcome.

2. To learn all you are able.

3. To try to do your best.

(A sailor who's goal is to get first place in Greenfleet should probably be moved up to a higher level of competition. A parent who has set this goal for their son or daughter is more often than not, disappointed. And guess who bears the brunt of the disappointment?)

If these (above three) are the goals set by the sailor before the race and all three are achieved, who is to say that they are not a WINNER? But, did the young Opti sailors at Pleon buy it? Jump to the last paragraph of this article if you can't wait to find out.

The third day, when the Greenfleeters assembled, the chairs were arranged in a circle, one for each kid. "Time for a game" was greeted by cheers from the eager group. For 30 minutes they played a game called "The Winds of the World". "How do you win" was the very first question posed to game master Tom. "Good question" came the response. "You win, like in Greenfleet racing... by playing the game. Everyone who plays fairly and has fun is a WINNER." After a brief explanation they were all having fun, deeply involved in something new. "The winds of the world are blowing for..."

GF Tip #4... actually this is a great ice breaker, rainy day game or quick filler for any type of group. To play, arrange enough chairs in a circle for everyone in the group. Try to involve parents and bystanders in this one.

Everyone sits in a chair but the announcer. He/she stands in the middle and explains how to play. They start the game by announcing "The winds of the world are blowing for...everyone who is in fifth grade" (all the fifth graders stand up, run to the middle and take a seat across the circle where someone else was sitting)...or..."everyone who is wearing a hat" (all wearing hats run to the center and exchange seats)...or..."everyone who hates school"...or..." everyone who loves Optis"...get the idea? Be creative here, encourage things that will help them learn about each other rather than merely comparing clothing.

Did I mention that the announcer also scrambles to take one of the vacant seats? Yeah, that's how the next announcer is determined each time. If someone needs to leave the group, take a chair away. If more join the group (you can expect this), add some chairs. Keep the circle fairly round or oblong. This is an action game, but keep control so nobody gets hurt in the melee. I've seen this game played and enjoyed by youngsters, adults and even "too cool" teens.

After 20 to 30 minutes the game will get too rowdy as the participants get bored. Be prepared to shift gears and move on to something else.

After the game a question and answer period ensued pertaining to the previous day's races. This was followed by Sue and Tom commenting on observations made during the races.

By Wednesday the Greenfleeters were really getting to know one another. It was great to see them interacting both on and off the race course. The game for the morning was designed to enable group members a fun way to learn each others names. The group of 41 was divided into 4 smaller groups, each forming their own circle. A ball was introduced to each group and the fun began. By now they knew better than to ask how you win the game.

GF Tip#5...The name Game. People of all ages interact more freely when they know each other's names. This game is also the start of a plan for team building. It will be detailed in a future article.

On Thursday, with races being delayed due to lack of wind, Susie decided to hold a mock protest hearing for the Greenfleeters. Enlisting the help of certified judges and other members of her race committee, Susie did an incredible job of giving the kids and parents a first hand look at what is required to lodge, carry out and defend a protest. Although I was not present for this, I heard from kids that this was a great learning experience. (Perhaps in a future article we can get Susie to fill us in on how to do this.)

GF Tip #6 Always enlist the best possible people to help run Greenfleet events. Greenfleeters deserve no less than any other fleet. If we are going to keep these "first timers" in the sport, we owe them all around first rate organization, good management on the water, fair judging, safety boat ratios suitable for the surroundings with qualified safety boat drivers and on the water coaching and dry land clinics by instructors or coaches skilled in working with young entry level racers. (More on this in future articles)

What, if any, were the long range effects of our mini clinics, the games, the friendships formed, the on the water coaching and Susie's casual, but professional running of seven races? At the awards ceremony I just couldn't help testing at least the short term gains.

Soon after the Greenfleet trophies had been claimed, I grabbed the mic and announced that there were more WINNERS. "Would ALL the winners from the Greenfleet please come forward". As if waiting for their cue, they came forward and faced the cheering crowd. It was truly gratifying to see the accomplished looks on their proud faces. The 41 Greenfleeters had all won at the US Optimist Nationals.

COACH'S-INSTRUCTOR'S NOTEBOOK- BUILDING TEAMWORK PART 1

We talk about teamwork as being one of the benefits we hope our kids derive from a good sailing program. Is this life skill really being instilled in our young sailors or do we pay it lip service and assume that it is happening? Do we understand the process well enough to allow it to happen? Hopefully these notes garnered from a wealth of "team players" will help you arrive at an answer.

"What is teamwork?"

It is the ability of two or more people to try and accomplish a task or goal by listening, understanding, sharing, realizing strengths and weaknesses, and by trusting and caring for each other.

"Why is it important and what does it have to do with sailing?"

(See above definition!) Imagine trying to race an Opti, Laser, Europe, Finn, etc. competitively by yourself. To launch a successful campaign on any single-handed boat takes a support team. Imagine doing a Whitbred, or let alone, a simple overnight bay race where the crew didn't listen to each other, wouldn't share, trust, or care about each other. (Been there...done that?) Teamwork is a life skill that we can use everyday at home, school, work and play.

"We do team building games on the days we can't sail. Isn't that enough? There's so much to cover and so little time."

Team building should not be thought of as a skill like tacking or docking. It's not something to be checked off on a clipboard "...yep...did that handholdinguntiethehumanknot thing, so much for team building...let's sail." Team building is a process that starts the first day of class and builds to, and hopefully beyond, the last day. If you start the process from the very first hour, you are laying the groundwork for sailors to have fun and to start exploring new ideas and learn new skills. How much easier it becomes to teach when you've gotten rid of their fears and inhibitions and kids begin to interact.

Later in the course, teamwork can be reinforced by modeling it yourself (don't do everything yourself, ask for help when appropriate), by using team building games effectively and by putting teamwork to good use. Teamwork can be strategically used to accomplish many things. Need a boat moved? - call the "A" team into action. Need some boats bailed?- can the "B" team mobilize faster than the "A" team? Need to have a serious discussion on safety?- teams know when to quiet down and listen. You arrive late for a class- your teams are not running around getting into trouble. Team building, although not a panacea, can help you achieve your instructional objectives as well as foster a sense of belonging and pride in your sailors.

Hopefully you can start to see that team building is not a fill-in activity or an end unto itself, at least not in the junior sailing context. By developing an understanding of what team building is all about, by learning to use it effectively, coaches and instructors will have a powerful tool to mold young sailors into valuable team players and better sailors. Parents and program directors should insist upon it.

In the next issue of OPTINEWS we will get into actual team building activities and how they can be conducted from introduction to conclusion.

This article is by Tom Coleman, US sailing Instructor Trainer; Opti dad, coach and instructor; and manager of Larsen Marketing.

With corporate entities collectively spending millions annually on team building for their executives as well as their front line workers

At camp we were fond of saying, "there is no I in t-e-a-m-w-o-r-k". It's absolutely true. To work most efficiently as a team the "I" must be forgotten and the "we" must be embraced. This is a foreign concept to many of us who think that the best way to get ahead is to "look out for number one" or the best way to get something done is "to do it myself". I am reminded of a quote my father had on his office wall when I was a kid... "There is absolutely no limit to what can be accomplished if you don't care who gets the credit". It took me years to understand the meaning of that quote, but it is the heart of what teamwork is all about. If we want to work effectively in groups, we must give up some of our identity to the group as we become part of it.

and reminding the sailors that they are all part of a big team, their attention can be brought to the task at hand. By inserting team building games at strategic times, the team concept is reinforced while enjoying a fun diversion.

By putting dispelling some fears meeting new kids ("Who shall I sail with?"... "She has a hamster"... "He likes death match kickboxing too!"... "They don't know how to sail yet either."). This helps put them at ease in a new situation and readies them for exploring new ideas, learning new skills and growing up.

Proper use of team building games will allow kids to get to know one another quickly. The NAME GAME is a good place to start, but all team building games must be properly framed for the maximum benefit.

To be most effective, team building games should be done outdoors when possible. There should be plenty of room but not so much that the instructor loses control of the group(s).

Modeling teamwork as an instructor. Examples *Get*

Subject: ACC's -please share this with all the others.

Date: Sun, 22 Aug 1999 15:51:13 -0400

From: Tom <tom@iod95.com>

Organization: OPTIPARTS

To: Bob Knott <rjkphotog@capecod.net>, Richie Dart <COZMO72600@aol.com>, Gail Wynn <GWinn40076@aol.com>

You guys are really gonna love this regatta!!!

I am guessing this is the biggest regatta you have ever been to. Most kids I know say they like the big regattas best because of all the new friends they can meet, and all the old friends they can see once again.

Lately you guys have been tearing up the race courses, doing really well. You'll remember me talking about why it's so important to travel outside your club to get better. Well you have done the regional thing and I bet your sailing has greatly improved because of it.

Now you will be faced with, I'm guessing over 150 boats. Many will have traveled from as far as Canada, Maryland, Bermuda, Florida etc. You will see some amazing sailors. I know just about every one of them, especially the top kids. They are really cool kids. Tell them I said hello and get to know them. Don't be intimidated by any of them. It wasn't that long ago they were going to their first BIG regatta. You guys are so incredibly awesome yourselves, you will have no problem whatsoever there. Keep your head on straight, keep it "out of the boat", but don't loose it.

Remember these main things and have lots of FUN and learn all that you can:

Talk to the locals (hey, is that you?). Get as much local knowledge as you can on winds and currents. Have a coach or an adult take charge of researching the weather for each day and knowing what the tides are doing.

Read the race instructions and understand them completely. Coach or an adult should do this in a team meeting.

Wear sun protection and drink tons of H₂O. Take water with you.

Get out to the line early. Study the wind patterns and especially the shifts.

Start wherever you are most comfortable (current starting technique among top Olympians is that it is more important to start the same way each time than to start at a favored end, some start in the middle, some always at the pin, some always at the boat some halfway between the middle and the end) unless it is heavily favored at one end, then you probably should start there.

Don't get black flagged!

Take line sights, there will be a lot of boats! Do you know, remember how? Find out.

Pick a lane of clear air. DON'T SAIL IN BAD AIR!!!! How do you do that?? Talk about it.

Sail the tack that takes you closest to the windward mark. You have 2 choices going upwind, port or starboard tack. Unless the mark is dead upwind, one tack is ALWAYS favored. It will get you there fastest so stay on it the longest. It may change if you are headed. Be the first to tack on the headers and you

should be first to the mark. The top 3 places are mostly decided during the 1st leg.

Trim over the corner going upwind and keep it driving through the chop. Don't stall, don't luff, but a tiny luff is better. Why? Talk about it.

What slight wrinkle do you want? from end of boom to top of mast, or top of sprit to tack of sail?? Talk about it.

Reread the rules about mark roundings and understand them. Be aggressive!!!, but be right!!!

If you are leading a pack of boats... cover them. If a pack is leading you... do something different, don't follow them. Why?

Sportsmanship is EVERYTHING!

"You have not won the race, if in winning the race you have lost the respect of your competitors"

-Paul Elvstrom

Again, enjoy yourselves. That's why you are there. Learn, have FUN and you will be a WINNER.

"Let me know what you learned, who you met and how much fun you had. Placing well is nice, but the other things are even more important!!!"

-Tom Coleman

ps- I am sending a \$100 rig travel bag to whoever makes the most friends at the regatta. You guys vote and tell me who to send it to.

Your friend,

Tom

Subject: 1 Hour Clinic for beginners/GreenFleet

Date: Sat, 01 May 1999 22:27:04 -0400

From: Tom <tom@iod95.com>

To: dkopp@ordella.com

CC: tom@iod95.com

Girls only !
clinic .

General thoughts:

1. Please ask them to run a triangular course if you agree. I don't know why so many clubs like to run windward/leeward races for Greenfleeters. I really prefer a short, modified Olympic course, one time around (or twice maybe).
2. Please have them do a LOUD verbal countdown. KEEP IT SIMPLE!!! 3 minute start with a liberal over early lookout.
3. Don't confuse them. MAKE SURE EVERYONE HAS FUN AND WANTS TO DO IT AGAIN!!!

Here we go...

1. Introduce yourself. Tell them that they are here to have FUN!!!
2. Opti-Intros:

Have each girl pair-up with another girl she doesn't know.

Tell them to take 5 minutes and find out (and remember!):

their new friend's name

grade

their sailing history

favorite food / worst food

something special about them that nobody would know unless they told them

Assemble after about 5 minutes and let them each have a chance to introduce their new friend to the group. Make sure they speak-up loud and clear.

3. Girl Power!!

Ask some questions to get them talking about girls and boys in sports.

Here is a sport that puts them on equal footing with the boys.

It takes concentration and coordination to win races. Most girls have an edge over boys at this age.

At the Olympic trials 470 GOLD MEDALIST Alison Jolly did 470 pushups!
None of the guys dare to try and duplicate that feat!

Mary Ridenour was 2nd place girl at the 1996 World Championship.

Amanda Clarke won the girls division at the South American Championship 19??, and also came in 2nd place at the European Championship.

In general, it seems the US girls have placed better than the boys at world class events!

Go girls!! ... and remember not to let the boys intimidate you. You are just as good as they are and deserve to win just as much as they do.

4. Ask ... Why do we race?

watch for shifts

Downwind:

sail the rumb line, but keep clean air

dagger board up

enter wide, leave close on mark roundings (show them why)

At the finish:

which end is favored (usually opposite as start)

am I covering boats behind me?

After the race:

Thank the race committee and all the organizers

Say good-bye to all the competitors (your new friends) and agree to meet at the Opti Fun Weekend @ CYC.

Danny I hope this helps. Have a FUN, safe regatta. Tell those girls they rule! And I hope to see them kick the boys' @\$\$*\$ in the future.

Good luck to Monica. Concentrate on the other girls and she and Adri will do fine.

Tom

FUN & LEARNING: It Can Happen Even When The Weather Does Not Cooperate!



By: Jeff Doubek & Deb Sullivan

Ideas

Have an idea of the week contest among staff
Books – Teaching Sailing the Fun Way, a US SAILING publication
Share ideas with other clubs and NSPS

Gameshows & Games

Family Feud, Millionaire, Hollywood Squares, Jeopardy, Win, Lose or Draw
Hangman, charades, Simon says, treasure hunt, relay races, obstacle course, Pictionary

Environmental Activities

Awareness and Respect for the water
Understanding wildlife and how we can effect their survival
Watershed

Serious Fun and Sometimes Silly Activities

Pop quizzes, mock protests, land drills, knot games, R/C sailboats
Eating contests, Parades, Mission Impossible, Sailing Olympics

Advanced Activities

Charts and navigation, weather, boat types, learn to whip and splice

Computer Activities

Track the storm on the Internet
Watch races from Virtual Spectator
Research Class Associations of boats used in the program
Racing Rules

Videos

Age appropriateness
Educational factor

Arts & Crafts

Design and make trophies (great to use broken boat parts)
Make Code Flag flash cards (spell student's names or boat parts)
Collect sailing magazines to be used in making collages

*****Helpful Hints*****

- Have centers with different activities so students can do activities what they like.
- Have materials ready even on fair weather days. You never know...
- Have a backup plan. Activities vary in length depending on the interest of the students.
- Collect and store ideas in an easy to use format (rolodex, idea box, binder)

Pequot Yacht Club Boxes

Some Examples

Prizes Box:

Cheap or goofy/cheap rewards for day to day activities

Art Supplies Box:

Markers, glue, tape, crayons, scissors, etc.

Wind and Current Activities:

Yarn, bubble mixture, Frisbies, model airplanes, etc.

Shingles Box;

Shingles...they float and can be used for water "pick up" games, etc.

Puzzles and Games/Activity Worksheet Books:

Sailing-related. Could serve as models for games to be created by sailors/instructors

Paper Box:

Construction, newsprint, wrapping, etc.

T-Shirt Box:

Lots of cheap white t-shirts, fabric markers

Wooden Boats:

Models for teaching the racing rules; models to help demonstrate concepts

Junk Material/Fabric:

To be used to build "weird" boats or to help kids to put together a "freak" rig on their own boats



Boat U.S. Foundation

for Boating Safety & Clean Water

880 South Pickett Street
Alexandria, VA 22304
703-823-9550 FAX 703-461-2855

147 Old Solomon's Island Rd. Suite 513
Annapolis, MD 21401
FAX 410-897-0396

Checklist for Environment Stewardship:

For use by boat clubs and schools:

Garbage:

- Do you have enough garbage cans/dumpsters at the facility and on the docks to handle the amount of trash generated by your students and customers?
- Do the garbage cans and dumpsters have lids to prevent blowing trash?
- Do you have students bring all trash ashore and empty from boats daily?
- Do your instructors teach and practice a "no trash goes overboard" policy?
- Do you encourage all staff to pick up trash seen on the premises?
- Have you considered a "no trash overboard" statement in your basic sailing instructions?

Recycling:

- Are you aware of any local and state requirements for recycling at your business?
- If you do not currently recycle, have you considered establishing recycling (i.e. aluminum cans)? Before you start, make sure you have a local market for that type of product, some committed people who will regularly take the products to the recycler, and a plan for publicizing this and encouraging your customers/students to participate.
- If you do have a recycling program, have you recently assessed it's effectiveness by checking the contents of your garbage? Is it time to add one or two more things to your recycling list? (paper, plastic beverage containers, cardboard?)
- What kind of example do your instructors/employees/board members set in terms of recycling?

Sewage:

- Do the club boats with heads have a federally required marine sanitation device?
- Do you empty any boat sewage holding tanks at landside pumpout stations?
- Do you empty portable toilets ashore?
- Do you encourage students to use onshore restrooms before leaving the dock?

Maintenance:

- Are you performing all major maintenance jobs onshore, as far away from the water as possible?
- Are you using water based products (paints/varnishes) when possible?
- Are the people doing maintenance work properly equipped for human health protection?
- Are you using tarps under boats out of the water for hull scraping or painting?
- Are you taking active measures to keep hazardous runoff from your boatyard out of the water?

Promoting Safe, Smart and Clean Boating for Over 20 Years.



recycled paper

Visit us at www.boatus.com/foundation

Fuel and Oil:

- Do you teach your instructors safe and clean fueling techniques for all the boats they fuel?
- Are all the people handling fuel or oil at your facility aware that spilling only a few drops into the water can create a sheen, which is illegal?
- Are they aware that using detergent to disperse a sheen is also illegal, and bad for the water too?
- Are all your motorboats equipped with oil absorbent "diaper shaped" pads?
- Do you have any outboards with integrated fuel tanks in the engine that require filling over the water?
- When it's time to replace outboards, have you considered cleaner burning 2 or 4 stroke engines?
- Do your instructors know what to do and who to call in case of a fuel spill?

Overall:

- If your state has a "clean marina" program, have you investigated participating in it?
- Does your program's mission include cultivating a stewardship ethic within your students?
- Is your facility and your program considered a good neighbor within the community?
- Have you considered participating in a local beach cleanup, using your boats to reach remote islands or areas not easily accessed by car?
- Can you regularly insert a "green tip" or smart boating column into your website, newsletter, or other communications with your students and members?
- Does your facility use recycled products wherever feasible, print doublesided, and reuse misprints as draft paper?

Note: These are ideas to get your environmental program started. Please consider this as reference information and not as legal advice or a substitute for counsel. Other regulations not referenced here may also apply.

© 2004 BoatU.S. Foundation for Boating Safety and Clean Water

The BoatU.S. Foundation for Boating Safety and Clean Water is a national nonprofit 501(c)(3) organization that creates education and outreach campaigns, researchs issues and products, and helps boaters learn specific actions they can take to be safer and better stewards of the environment while boating. Our funding is primarily from individual donations and grants.

For more information on any of these topics,
please email us mpodlich@boat.us
call us at 410-897-1060, or
visit our website at www.boat.us/foundation.

US Sailing Association - Youth Council

The purpose of the Youth Council is to promote and support youth sailing in the United States, and to provide a forum for youth & adult sailors, sailor & non sailor parents, and coaches to exchange information and assist one another in solving mutual challenges and to advise US Sailing's committees, councils, directors and staff in matters that affect youth sailing.

The Youth Council is an opportunity for individuals and organizations that promote youth sailing to gather around a common theme of youth in sailing.

US SAILING's mission is: "Encourage participation in sailing and racing, Promote excellence in sailing and racing."

The constituency of the Youth Council is not just the 11 US SAILING areas and member sailing associations but is any organization or person associated with youth in sailing.

- To connect with the constituency a Junior Sailing database will be re-started and made accessible and updatable on the US Sailing website. The database will include all organizations, clubs, camps, etc., involved with youth sailing with key contact names/e-mails/phone numbers& a description of their activities. US SAILING member organizations, and those with US SAILING trained instructors can be highlighted and linked to websites provided. Also any member of US Sailing including junior members are eligible to participate in this council (junior members can vote on council matters).
- The youth council can bring together organizations that currently are involved in teaching sailing to young people and share best practices and ideas.
- The Youth Council will establish retention and participation goals for the future. We need to retain the kids we have, use existing research to estimate current numbers of kids sailing to establish a starting point, then reach out and get new kids. We need to make sailing "cooler" so kids will choose sailing.

What can you do to help the Youth Council achieve these goals?

JSA of LIS is one of the premier junior sailing organizations in the USA and you have a lot to offer. Please take this opportunity to assist the Youth Council in making youth sailing more appealing and successful.

Please feel free to contact any of us on the Youth Council, or attend the next council meeting at the US Sailing meeting in March in Newport.

To see the members of the Youth Council and their contact info go to the US Sailing website http://about.ussailing.org/Directory/Councils/Youth_Council.htm

US Sailing Assn. Member Partner Program

http://membership.ussailing.org/Partner_Program.htm

US SAILING's Member Partner Program is a win-win for yacht clubs/sailing organizations and their members.

This program, formerly known as the Golden Anchor Program, allows you to offer your members US SAILING memberships at a reduced price, while earning valuable credits your organization can use to purchase products and services from US SAILING - all with minimal effort and resources on your part.

It's a win-win for you, your members and US SAILING. You are helping us promote membership that supports our programs and volunteers, while making it easy for your members to join US SAILING and see a portion of their dues come directly back to their local organization. This is one of the ways we are strengthening our relationships with sailing organizations nationwide and contributing to the sport at a local level.

How the Member Partner Program Works: Online, Fast and Easy

Your members can quickly join or renew online, take advantage of the best prices on Sailing World and Cruising World subscriptions, receive immediate membership confirmation and access all of their benefits. Also, your members will be able to join at any time. In addition to enhanced member services, the online process eliminates all of the administrative tasks associated with the previous Golden Anchor program. There is no need to organize member information, create rosters or collect and transfer dues. Your members will be able to access the Member Partner Program website directly and with a few clicks, join or renew their US SAILING membership. The system also automatically accrues and tracks your credits. Other than helping us communicate and promote the program to your members, there is no effort required on your part... We even assist you with the communication process. (see Toolkit below)

Benefits of the Member Partner Program for your Organization:

In addition to membership savings (20% for your members), for each person that joins or renews through your Member Partner Program, your organization earns valuable credits: 10 credits for a new member and 2.5 credits for a renewing member.

One credit is equal to \$1.00 that can be used to purchase US SAILING products from our store, such as the *Racing Rules of Sailing*, the *Handy Guide to the Racing Rules*, *Join the Race Committee Team* publication, educational DVD's, Championship Medals and more.

Credits can also be applied to services such as:

- NSPS Registration fees
- Race Official Test fees*
- Championship Medals
- Powerboat Instructor fees
- Instructor Certification and Recertification fee
- One-Design Sailing Symposium Registration Fees

*(does not include Race Management Seminar costs)

Benefits of the Member Partner Program for your members:

The Member Partner program offers your members discounted membership rates when they join through your program:

- Youth \$20.00 (standard dues \$25.00)
- Individual \$50.00 (standard dues \$60.00)
- Family \$75.00 (standard dues \$90.00)

In addition to those savings, all Member Partner Program members will receive the same benefits of our standard memberships, which include a copy of the Racing Rules of Sailing, Accident Insurance from The Gowrie Group, the lowest subscription rates for Sailing World and Cruising World, access to My US SAILING and our custom weather portal, discounts on apparel, publications, regatta entry fees, as well as member-only promotions from our partners.

How to Get Started:

If your organization would like to participate in the Member Partner Program, please contact Joy Mitchell (joymitchell@ussailing.org, (401) 683-0800 x 694) in the membership department or email mpp@ussailing.org. She will help you get started and provide you the Member Partner Program Toolkit. This includes:

- Web buttons, banners and custom links (automatically direct your members to our website to join or renew)
- Informative text and images for your website
- A brochure that can be emailed or printed that explains what US SAILING does, the benefits of becoming a US SAILING member and what the Member Partner Program offers your organization
- A letter/email for your members explaining US SAILING, the new program, process and the benefits

US SAILING encourages you to consider participating in the Member Partner Program and take advantage of all of the benefits that it provides. We thank you again for supporting US SAILING and we look forward to our ongoing partnership to ensure a bright and healthy future for sailing.

US Sailing Assn. Membership Types

<http://organizations.ussailing.org/Membership.htm>

We offer three membership options to support the different types of organizations. To learn more about each option and for membership levels and pricing click on the membership type below. All organizational memberships are valid for one calendar year, beginning January 1.

1. **Yacht Clubs and Sailing Clubs**
A local sailing organization comprised of sailors for the purpose of encouraging and directing the sport of sailing.
2. **Affiliated Organizations**
An organization that is not a yacht club status, including one design classes, commercial sailing schools, community sailing programs, and more.
3. **Regional Sailing Associations**
An umbrella organization of regional clubs, coordinating races, sailing classes, regattas, and handicapping.

Membership Benefits

Savings & Discounts

- 10% discount on the marine components of the [Burgee Program](#), the Gowrie Group's turnkey insurance offering for sailing organizations. Hundreds of dollars in savings.
- 30% discount on online registration services from [Regatta Network](#) - Free online membership management program, websites and more for event registration customers
- 50% enrollment fee to American Maritime Safety for Random Drug Testing Program. [Click here for more information.](#)
- 20% discount and participation in the [Jamestown Distributors/ US SAILING Yacht Club and Institutional Program](#).
- Receive 15% on fleet orders from Kinder Industries. [Click here](#) to learn more.
- Member only pricing on US SAILING products including publications from the US SAILING [Store](#)
- Participate in the [Member Partner Program](#) - Offer discounted US SAILING memberships to your members and earn valuable credits to purchase products and services from US SAILING
- 15% discount on all participating AlphaGraphics business centers nationwide
- Special member pricing on background checks and screening services from [National Center for Safety Initiatives](#).
- Member only discounts from other sponsors and partners
- Receive a copy of the current Racing Rules of Sailing
- One racing [Rules Package for Junior Programs](#) to introduce and teach new junior sailors the Racing Rules

Publicity & Marketing Opportunities:

- Post job opportunities and view resumes posted by US SAILING certified instructors and coaches on our Instructor [Job Bank](#)
- List your events on the US SAILING online [event calendar](#)
- List your sailing school in the [Where to Learn Database](#)
- List your charter boats in the [Where to Sail Database](#)
- List your One-Design Class on the [One-Design Class List](#)
- Host Instructor [Training Courses](#)
- Opportunity to host US SAILING Championships
- Show your affiliation with the nationally recognized sailing authority by placing a US SAILING logo on your organization's website

US Sailing Assn. Resources

<http://organizations.ussailing.org/Resources.htm>

What are you looking for? Here are some quick reference resources to help you find the information you need. Click on the area you are interested in to see more information.

- **Safety Guidelines and Manuals for Yacht Clubs**
The Burgee Program by Gowrie Group is committed to helping yacht clubs and sailing organizations achieve and maintain the highest safety standards.
- **Junior Programs** - Everything you need to know about running a junior program from starting a program, to finding good instructors to effective fundraising campaigns.
- **Race Management** - All of the tools and resources needed to run an event, including sample regatta documents, how to find Race Officials and event registration and scoring programs.
- **Event Management** - Beyond race management
Keys to running a successful regatta from the [Buzzard's Bay Regatta](#) Organizing Committee.
- **Racing** - Learn about the different disciplines of racing and the different handicapping racing systems.
- **Programs, Seminars & Meetings** - Access information about events hosted by US SAILING, including our Yacht Club Summit, One Design Symposiums, Safety at Sea Seminars, National Sailing Programs Symposiums and more...
- **Other Resources** - Find out more about our Member Partner Program, sponsorship and fundraising tips and techniques and club best practices.

US Sailing Assn. Safety

<http://organizations.ussailing.org/Resources/Safety.htm>

Safety Guidelines and Manuals for Yacht Clubs

The Burgee Program by Gowrie Group is committed to helping yacht clubs and sailing organizations achieve and maintain the highest safety standards. We recommend that clubs review safety guidelines and implement safety standards each year during early season preparations. When the club is in full operation, a live review should be conducted to make sure all standards have been successfully adopted and put into practice. Please review the below safety materials that The Burgee Program has developed specifically to help make sailing clubs safer places for all to enjoy. The Burgee Program is endorsed by US SAILING and is the only specialized insurance program for clubs and sailing organizations. If you would like a full copy of our Club or Junior Sailing Safety Manual, please contact us at burgee@gowrie.com, 800.262.8911, www.burgeeprogram.com.

- Dock Safety Guidelines [Read more](#)
- Yacht Club Safety [Read excerpt](#)
- Junior Sailing Safety [Read excerpt](#)

Bayview Yacht Club Safety Program

The Bayview Yacht Club shares their safety standards and guidelines.

US Sailing Assn. Junior Programs

http://organizations.ussailing.org/Resources/Junior_Programs.htm

Program Management Development

- [Modular Program Planner](#) - A comprehensive guide to the planning and implementation of a sailing program
 - [Part 1 - Introduction to Program Planning](#)
 - [Part 2 - Program Organization & Administration](#)
 - [Part 3 - Curriculum Planning](#)
 - [Part 4 - Safety](#)
- [Coaching Tips](#)
- [Games and Activities](#)
- [Introduce the Racing Rules of Sailing to Jr Sailors](#)
 - [Animated Handy Guide](#)
 - [Racing Rules Rackage for Junior Programs](#)
- [Junior Big Boat Sailing \(JBBS\)](#)
 - [About Junior Big Boat Sailing](#)
 - [Junior Big Boat Sailing Sailors](#)
 - [Junior Big Boat Sailing Program Organizers](#)
 - [Junior Big Boat Sailing Instructors & Coaches](#)
 - [Junior Big Boat Sailing Boat Owners](#)
- [Teaching Sailors with Disabilities](#)
 - [Adaptations for Sailors with Physical Disabilities](#)
 - [Teaching Sailors with Intellectual Disabilities](#)
- [Racing](#)
 - [What Makes a Good Team Race Event](#)
 - [Make Your Regatta more Kid Friendly](#)
 - [Course Diagrams](#)

Instructors and Staffing

- [Instructor Certifications](#)
 - [Small Boat Certifications](#)
 - [Keelboat Certifications](#)
 - [Windsuring Certifications](#)
 - [Powerboat Certifications](#)
 - [Recertification for all levels](#)
- [Finding & Hiring Instructors](#)
 - [Search our Job Bank](#)
 - [Recruiting Tips](#) - attract great instructors
 - [National Center for Safety Initiatives - Background Checks](#)
 - [Getting the Most Out of Your Staff](#)
 - [Recruiting & Retaining Quality Staff Members](#)

Marketing, Sponsors & Fundraising

- [Top Ten Fundraising Tips](#)
- [Sponsorship Tips](#)
- [Sponsorship 101](#)
- [Annual Giving](#)

National Sailing Programs Symposiums (NSPS) -

The premier event for sailing education in the United States, bringing together the very best people and resources in instruction, program operation, equipment and more.

- [2011 Symposium Information and Registration](#)
- [Archived Symposium Presentations & Handouts](#)

Boat Class Association Membership for Sailors

Competitors in JSA events must be current members of their respective class associations. Except at JSA championships events, protests under this rule shall not be made by competitors.

The JSA encourages all sailors, both serious competitors and recreational sailors, to become members of their boat class associations. Membership in class organizations will provide sailors with the most recent information on major international, national and regional class events, rules, tactics, clinics and newsletters written by junior sailors as well as world class coaches.



United States Optimist Dinghy Association

USODA Membership Types and Dues

What TYPES of membership are offered?

SKIPPER memberships are offered for sailors, and INSTRUCTOR memberships are offered to coaches and sailing instructors. SUSTAINING memberships are offered to yacht clubs, sailing associations, groups and individuals who would like to support the USODA and junior sailing.

Each club that uses the Optimists in its junior sailing program is encouraged to join USODA. The accompanying subscription to *Optinews*, the award-winning magazine of the USODA, is reason enough. The magazine includes information on safety, equipment, rules, sportsmanship, regatta and program development issues. Multi-year and combination skipper-and-sustaining-member memberships are also available at discounted rates. For convenience, members can select to auto-renew.

What does is COST to JOIN?

If you join or renew online, a Skipper membership is \$39, an Instructor membership is \$25, and a Sustaining membership is \$49. IF you join or renew by mail, there is a \$6 handling fee added to these amounts. Joint and club memberships are also available. USODA dues have only increased once since 1999, and class membership still a good value considering it includes a subscription to *Optinews*. Enhancements planned for the class web site at usoda.org will provide significant further services such as automated, online event registration.

How do I join the USODA?

Go to the class website at www.usoda.org and click on Membership to sign up online.

Skipper (if you are 15 years old or younger)

1 Year	\$39.00	
2 Years	\$65.00	(\$13 savings)
3 Years	\$89.00	(\$28 savings)

Sustaining** (Supporting Parent, Yacht Club or Assoc.)

1 Year	\$49.00
2 Years	\$98.00

Instructor / Coach

1 Year	\$25.00
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** - Sustaining members are the backbone of the Class, helping us to provide educational and sportsmanship programs, training to sailors at all levels, assuring a true one design class and fair racing, and providing sailors an unprecedented opportunity to learn and grow with young skippers across America and around the globe. We urge you to join our group of supporters.

BLUE JAY CLASS ASSOCIATION
2012 DUES



NAME _____

ADDRESS _____

BOAT # _____ EMAIL _____

\$25.00 per boat

Make check out to IBJCA (International Blue Jay Class Association)

Send to: W.K. Dunbar III

12 Sandpiper Pt. Rd., Old Lyme, CT 06371

If you would like to become a "Friend of the Class" please make your check out for \$50.00.
We are a tax exempt organization and everyone running the association is a volunteer.

PIXEL CLASS
2012 MEMBERSHIP FORM
Thank you for joining the PIXEL class

Sail/Hull number: _____ Club: _____

Name: _____ M F (circle one) Date of Birth: _____

Address: _____

City: _____ State: _____ Zipcode: _____ - _____

Phone: (____) _____ - _____ E Mail: _____

Membership fee: \$25.00 Checks payable to: PIXEL Class Association

Mail to: PIXEL Class Association
c/o Britt Hall
27 Highview Road
Darien, CT 06820

Please note: For owners of multiple boats or boats owned by clubs, please include \$25.00 for each boat.

PIXEL CLASS
2012 MEMBERSHIP FORM
Thank you for joining the PIXEL class

Sail/Hull number: _____ Club: _____

Name: _____ M F (circle one) Date of Birth: _____

Address: _____

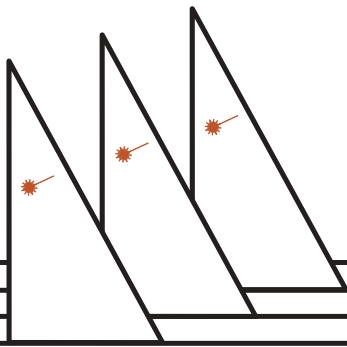
City: _____ State: _____ Zipcode: _____ - _____

Phone: (____) _____ - _____ E Mail: _____

Membership fee: \$25.00 Checks payable to: PIXEL Class Association

Mail to: PIXEL Class Association
c/o Britt Hall
27 Highview Road
Darien, CT 06820

Please note: For owners of multiple boats or boats owned by clubs, please include \$25.00 for each boat.



International Laser Class Association of North America

Name _____

Address _____

City _____ State / Prov. _____ Zip / postal code _____

Phone _____ E-mail _____

Sail # _____ DOB (month/day/year) _____ Sex _____

Boat sailed Laser Radial Laser 4.7

Current Membership Fees

All amounts are in **US dollars**. (Canadian checks must be in US dollars.)

Regular - \$40 for one year or \$75 for 2 years

Junior - \$35 (Member may not turn 18 in 2009), or \$65 for 2 years (Member may not turn 18 in '10)

Family, one year - \$40 for the primary members and \$25 for each additional member

Family, two years - \$75 for the primary members and \$45 for each additional member

Please provide family members names, DOB, boat type and sail number on an additional sheet of paper.

International - \$50 (any member not living in the US or Canada), one year only
Amount enclosed _____ US\$

Please make checks payable to **ILCA of NA** or provide credit card information as shown below. Thank you for joining the Laser Class.

Credit Card payment by Visa or Mastercard:

Name on credit card: _____

Credit card number: _____

Expiration date: _____ Credit card billing zip/postal code _____

The Club 420 Association, Inc

Become a Member

We Want You!

As a Club 420 sailor, you should join the class. There are lots of benefits. Your membership will help us manage the class for great one design sailing. We will send you a copy of the rules and official club decal for your boat or car. Through our newsletter, we'll keep you informed about race schedules, results from across the country, tips on how to win more races and much much more. And remember only members of the C420 Class can race at class sanctioned regional and national events. So come on board, it will be \$15 bucks well spent.

An Important Note About Hull Numbers

Because sail numbers were not assigned to individual boats as they were built, currently the only meaningful information common to each boat is her hull number. The hull number is engraved into the transom on the starboard side (OQTFT4654191 or VNG0288M80J or VNG0487A686). It is important that we get all of the Club 420s registered ASAP. Please send your hull numbers to The Club 420 Association, PO Box 386, Franklin Lakes, NJ 07417.. Thank you!

How to Join: Go to the Club 420 web site www.club420.org and click on "Join the Class," fill out the online form and pay your \$15 dues by credit card.

